



Government Actuary's  
Department

# Pensions Administration Consulting team

We're hiring!

July 2025

A decorative graphic in the top right corner consisting of a grid of small triangles. Some triangles are filled with a light green color, while others are dark blue or grey, creating a complex, pixelated pattern.

# Make a difference in the public sector

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# Positions available

Positions	Team	Location	Grades*	Salary*	Hours **	Status
Senior Pensions Consultant	Pensions Administration Consulting team	London or Edinburgh	Grade 7	£64k - £77k	Full time (36hrs pw)	Fixed term (up to 18 months)
Pensions Consultant	Pensions Administration Consulting team	London or Edinburgh	Senior Executive Officer	£51k - £63k	Full time (36hrs pw)	Fixed term (up to 18 months)
Pensions Technician	Pensions Administration Consulting team	London or Edinburgh	Higher Executive Officer	£40k - £49k	Full time (36 hrs pw)	Fixed term (up to 18 months)

\* As set out [here](#), GAD offer salaries based on expected level of responsibility. The salary offered will be based on the assessment of experience, knowledge and skills at interview

\*\* Part time or job share requests will be considered

# Why work for GAD?

## **Make a difference**

Impact the lives of many, if not all, people in the UK

## **Broaden your career**

Develop your career through work on a range of projects and clients each with their own unique needs

## **Be included, respected and valued**

We will nurture your career, give you flexibility and help you build your reputation across UK government



# Government Actuary's Department

Since 1919, we have been at the forefront of providing expert actuarial advice and analysis to the UK government and the broader public sector.

Our team comprises highly skilled actuaries and analysts, as well as a growing number of specialist pension, investment and climate consultants. Together, we collaborate to deliver innovative solutions tailored to our clients' needs.

Our advice is supported by a skilled team of business professionals dedicated to ensuring GAD excels in finance, human resources, and project management.

With offices strategically located in London and Edinburgh, we prioritise proximity to our clients, fostering strong, collaborative relationships across our diverse client base.

## Our people in 2025



**140 Actuarial**



**40 Analytical**



**15 Specialist Consulting**



**30 Business Professionals**



# Our clients

As a non-ministerial department, we exist to provide advice and analysis, supporting Government objectives and delivering for citizens.

Our remit covers advice and support to national government, devolved administrations and local authorities.

In addition, to ensure broader success of UK policy, we advise both arm's length bodies and other public institutions operating both domestically and internationally.

As a non-profit making centre of actuarial and general pensions advice and analysis, we have an obligation to our current and potential clients to ensure that they can easily source our services when required, and that these are provided in the most cost-effective manner.

## HM Treasury

Through advice on policy, GAD play a key role in supporting HM Treasury's remit of effective stewardship of government finances

## UK Spending Departments

Spending departments (eg Department for Work and Pensions, Department for Education etc) require GAD's services on the design and rollout of their policies including fiscal risk planning

## Devolved and local administrations

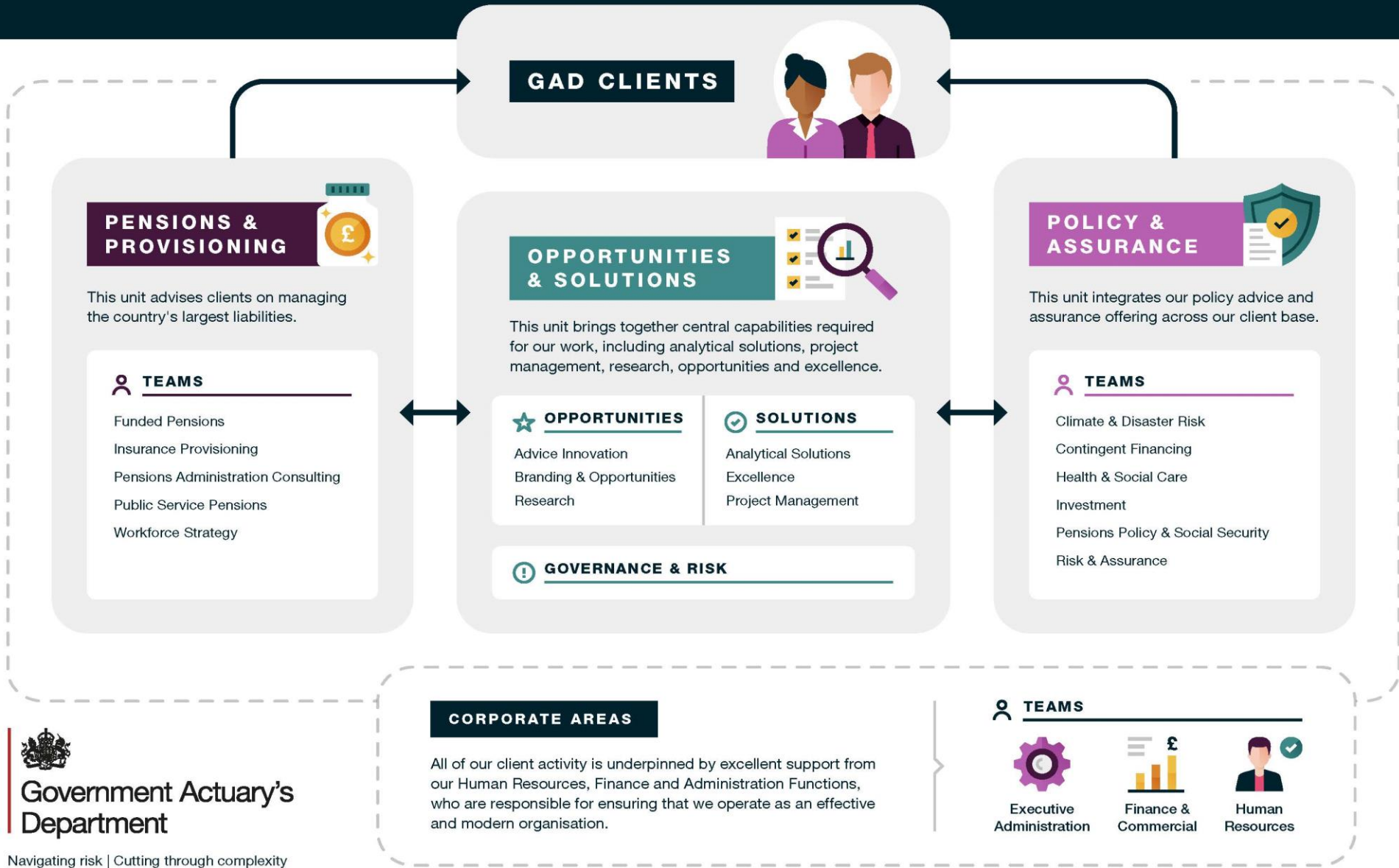
Devolved and local administrations face similar challenges to UK government, but often have more limited resources and solutions available

## Wider public sector

Significant public liabilities (such as clinical negligence) are placed within special purpose arm's length bodies. In addition, national and international entities require expert advice on financial risk



# GAD ORGANISATIONAL STRUCTURE





# Our team: Pensions Administration Consulting

## What we do:

Partner with clients and stakeholders to aid policy development and decision making

Provide practical, operational advice backed by our experience of the pensions industry

Help develop solutions to pensions challenges, improving the delivery of services to members

Our team combines GAD's traditional **actuarial expertise** with an in-depth understanding of **pensions administration delivery** to support the best outcomes for pension schemes and their **members**



### Quality assurance exercises

Supporting clients via the completion of independent reviews of administration processes or calculations, suggesting areas of improvement

## Projects we've been involved in:



### Change Assurance

Supporting clients to enable the successful implementation of change



### Pensions Dashboards

Helping clients get ready for the launch of pensions dashboards



### Procurement & Transition

Assisting the selection of, and transition to, new pensions administrators



### Data Quality & Strategy

Working with clients to understand data challenges and implement strategies for improvement



### Support remedy and rectification exercises

Using our operational experience to help our clients implement pension rectification exercises

# Other GAD teams: Public Service Pensions

Assist clients to achieve their strategic objectives and day to day goals

Actionable advice backed by expertise, innovation & client understanding

Provide value through clear insight and a dynamic approach

Partner with our clients- investing time to understand strategic challenges

Leverage GAD's public service role to create scalable solutions

Forward looking with a view to future needs and thought leadership

Helping public service departments to meet pension challenges of today and tomorrow



Ensuring public service pensions are well run and valued



Managing cost and budget planning



Reward strategy  
Pay & pensions



Data insight and communications



Support with legal issues – McCloud



Pension value, adequacy and equity

# Other GAD teams: Analytical Solutions Team

## What we do

We deliver excellent analysis to high standards, using the right tools and innovation to achieve better outcomes

## How we do it

We utilise specialist skills to adapt to diverse tasks. We excel through partnership and collaborating with the business whilst sharing and teaching each other to foster career growth

## Our work

Our work covers all of GAD's strategic areas including data insights, pension and provisioning solutions, developing and assuring models whilst adapting to emerging needs of Government

## Our vision

Our vision is to be a trusted centre of analytical excellence, delivering integrated, innovative, and insightful solutions to empower our client-facing teams to provide robust, evidence-based advice. We set the benchmark for analytical excellence, supporting confident decisions and lasting value for our clients.



# More about us

If you are interested in the work GAD carries out, feel free to look at our published material on gov.uk, including setting out the work of actuaries and the role of the pensions administration consulting team in government, including:



[Capabilities and challenges - public sector pensions - GOV.UK](#)



[Navigating the administration transition – Actuaries in government](#)



[The vital role of Quality Assurance in pensions calculations – Actuaries in government](#)

More information

[Webinars](#)

[News stories](#)

[Blogs](#)

[Case studies](#)

[Mortality Insights](#)

[Technical Bulletins](#)

# What we offer – your career in GAD

In GAD you can grow your career, building new areas of expertise, undertaking greater levels of responsibility and expanding the impact you make on the mission of the UK Government.

Increased responsibility is recognised through promotions through our grades, summary below and more detail on the next couple of slides. Promotions are not automatic and are assessed based on merit, demonstrated capability and business need. Progression beyond Senior Pensions Consultant (Grade 7) would usually be to a strategic leadership role within the team or the wider department.

Pensions Technician (HEO)	Pensions Consultant (SEO)	Senior Pensions Consultant (Grade 7)
<ul style="list-style-type: none"><li>• Support client and project leads with provision of advice</li><li>• Salary: £40-£49k</li></ul>	<ul style="list-style-type: none"><li>• Support or lead with client and project leads with provision of advice</li><li>• Support business development activities across team</li><li>• Salary: £51-63k</li></ul>	<ul style="list-style-type: none"><li>• Lead on major projects and provision of client advice</li><li>• Take responsibility for aspects of management of the team</li><li>• Support development of team and GAD</li><li>• Salary: £64-£77k</li></ul>



# What we offer – your career in GAD

We are recruiting for pensions professionals **on a fixed term basis** at the **Pensions Technician (HEO), Pensions Consultant (SEO)** and **Senior Pensions Consultant (Grade 7)** level. Below explains more about the expectations at different bands. How you are assessed during the interview process will determine which band you are offered.

Pensions Technicians (HEOs) are typically individuals with some experience of pensions administration (or other associated roles within the pensions industry), who support more senior colleagues on the production of pensions administration consultancy advice. This advice could take the form of producing pensions calculations, providing advice on operational processes, technical advice etc. They would also be expected to assist with the development of more junior colleagues.

Pensions Consultants (SEOs) would typically have more experience than HEOs and would therefore be expected to lead on certain projects and client interactions on our smaller projects and would work with more senior colleagues on our larger clients and projects. They would also be expected to assist with the development of more junior colleagues and support on the team's business development objectives.

# What we offer – your career in GAD

Senior Pensions Consultants (Grade 7) would be expected to take responsibility for leading on larger pieces of work and on some of our larger clients, and come up with solutions to non-standard requests. They would report to more senior colleagues and be involved in developing more junior colleagues. They are also expected to contribute to growing our portfolio of work and looking for opportunities for where GAD can add value to our clients.



# What we offer – care and support

## Flexible working

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- Flexi-time accrual – time worked over your contracted hours can be claimed back as holiday (within set limits)
- Hybrid working – to build connections and share expertise, everyone spends 60% of their time at our offices, but you have control over how you achieve this
- Flexible working hours – you have some control over your start and finish times within certain limits

## Benefits

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- Access to the generous defined benefit Civil Service pension scheme
- 25 days annual leave per year
- Other benefits include salary advances for travel, a cycle-to-work scheme, special leave for public duties and volunteering.

## Family-friendly policies

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- Nine-months fully paid maternity/adoption/shared parental leave, subject to eligibility criteria
- Paid paternity and special leave, subject to eligibility criteria

## Other

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- Generous on-going training and development support, including 10 days of training each year
- Access to employee assistance programmes and occupational health support
- Access to a staff benefits platform



# Who are we looking for?

We want people who can:

- Demonstrate hands-on experience in defined benefit pensions administration (such as performing pension calculations and interpreting scheme rules or pensions legislation) or in other key areas of pensions delivery such as scheme governance, regulatory compliance, policy development, or operational oversight.
- Use their knowledge and experience of pensions administration and the pensions industry to provide clear and impactful advice to a range of different stakeholders across the public sector.
- Build connections with our clients, understand their needs and how our advice can support them.
- Translate complex and technical pensions concepts and issues to a wide variety of stakeholders with varying levels of knowledge about pensions.
- Design and efficiently manage the delivery of calculations, analysis and advice to time and budget.
- Contribute to the growth of the team by proactively seek out new ways for our advice to make a difference in UK government.
- Coach and develop others in the department.

# Who should apply?

We want you to apply. GAD's success thrives on the synthesis of a diverse range of thoughts and views.

There is no typical pensions technician/consultant in government, our team is made up of a range of people from different backgrounds within the pensions industry. GAD prides itself on having a welcoming and inclusive work culture.

As part of the public service, we take our obligations to equality seriously, as set out in our [equality objectives for 2021-25](#).

# Civil Service Recruitment



Our vacancies are assessed using [Success Profiles](#). Subsequent references to technical expertise, experience, strengths and behaviours relate to specific items in the Success Profile Framework.

The [Civil Service Code](#) sets out the standards of behaviour expected of civil servants.

We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's [recruitment principles](#).

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria.

# Assessment process

We have designed our assessment process to let your talent and expertise shine, as well as for you to get to know a bit more about GAD



# Application

To apply please follow the link [here](#), provide contact details, your CV and a short statement on how your experience relates to your desired role.

Please also confirm whether you wish to apply under our Disability Confident Scheme.

We will consider the information set out in your CV and your statement to assess,

- Your **technical knowledge** of defined benefit pension schemes, pensions administration and/or pensions consultancy required for the role that you have applied for
- Your **experience** as a pensions professional and how that experience might fit into the expectations that we would require for the role that you have applied for



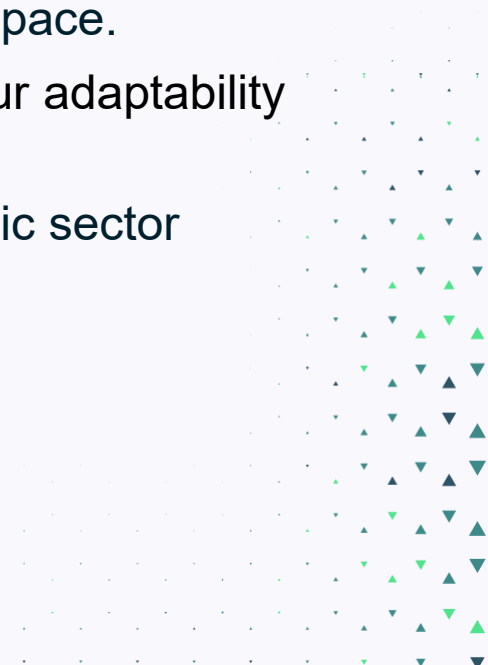
# Interview

If you meet the criteria assessed at the application stage, you will be invited to interview. These will typically be conducted at one of GAD's offices.

In advance, we will ask you to confirm any reasonable adjustments you may require at the interview.

The interview will comprise of a series of questions designed to assess:

- Your **behaviours** in respect of working together, seeing the big picture, and delivering at pace.
- Your **experience** in respect of being decisive, communicating and influencing others, your adaptability and analytical skills
- Your **technical knowledge and expertise** in pensions administration and private and public sector pensions that you be required to give advice on as part of your role in the team.



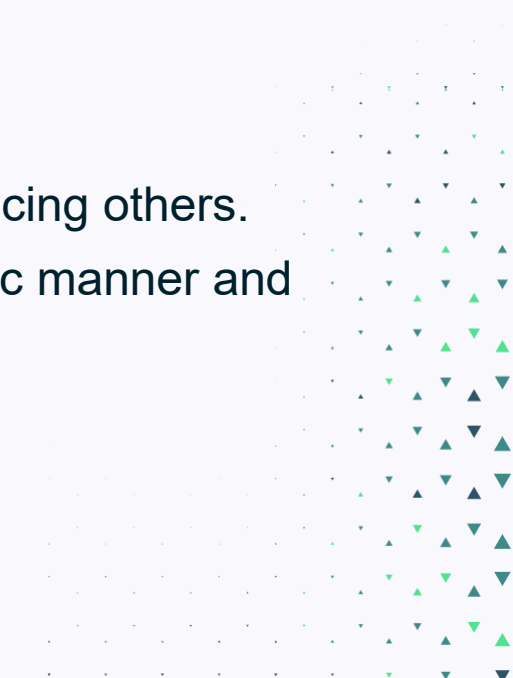
# Presentation

As part of the interview, you will be required to give a presentation on a topic linked to pensions administration consulting intended to demonstrate your knowledge of pensions and the issues affecting our clients and the wider pensions industry. You will be given the topic in advance of the assessment to give you time to prepare.

This stage of the assessment will typically involve up to 10 minutes of you talking about topic with some time afterwards spent taking questions from the panel.

In the presentation stage, we will seek to assess:

- Your **behaviours** in respect of seeing the bigger picture and communicating and influencing others.
- Your **experience** in respect of explaining technical concepts in a confident and authentic manner and understanding the issues that might impact our clients.



# Job Offer

Following your assessment, we will get back to you as soon as we have reached a decision. In cases where there are a large number of highly talented candidates this can take a week or two.

If you are successful, we will offer you a role and feedback on the assessment on request.

If you did not meet the criteria, we will let you know and provide feedback on the assessment on request.

If you met the criteria but did not score as highly as other successful candidates, we will provide feedback on request and place you on a reserve list. If a similar role opens up within 12 months of your assessment, we will contact you to offer a position.

For successful candidates we will organise an informal conversation with a senior member of your new team who will give you the chance to ask more detailed questions about the role.



# Apply Now!

This role is open for applications until **Midday on Monday 27<sup>th</sup> October 2025**.  
If you have any queries, please contact our Recruitment team on  
[recruitment@gad.gov.uk](mailto:recruitment@gad.gov.uk)

Please submit all applications through Civil Service Jobs, we look forward to hearing from you soon!



# Further information

If you feel at any time your application has not been treated in accordance with the values in the Civil Service Code and/or if you feel the recruitment has been conducted in such a way that conflicts with the Civil Service Commissioner's Recruitment Principles, you may make a complaint, by contacting Human Resources at [human.resources@gad.gov.uk](mailto:human.resources@gad.gov.uk) in the first instance. If you are not satisfied with the response you receive, you can contact the Civil Service Commissioners using the link below.

[Contact Us - Civil Service Commission \(independent.gov.uk\)](https://independent.gov.uk)

