



# Government Actuary's Department

<b>Job Title</b>	Analyst (Early Careers)	<b>Contract, Hours</b>	Permanent, Full Time (36 hours) - including flexible working arrangements
<b>Department</b>	Analytical Solutions	<b>Location</b>	London – with expectation of 60% office attendance
<b>Grade</b>	Executive Officer	<b>Salary range (Full-time Equivalent)</b>	£34,543 - £39,756
<b>Reporting to</b>	Higher Executive Officer or above	<b>Responsible for</b>	As outlined below

## Job summary

The Government Actuary's Department (GAD) are at the centre of actuarial expertise within government. We provide advice with strong analytical foundations to government across a range of significant policy initiatives. We enable government to better understand and quantify risk and uncertainty and in turn help shape better outcomes for the UK public. Our analysis is pivotal to the government across a number of areas such as:

- the management of costs and risks across the public service workforce, including the design and operation of public service pension schemes.
- understanding insurance risks and costs affecting government, including clinical negligence in the NHS.
- bespoke advice on financial and demographic risks facing government, including social security benefits.

We are an inclusive organisation that values the unique perspectives and strengths of a diverse team, supported through our staff networks and active Diversity and Inclusion strategy, we ensure everyone has the opportunity to thrive. We are seeking motivated individuals to join our analytical team, where your contributions will be valued, and your voice heard.

## Navigating risk | Cutting through complexity

The Government Actuary's Department is proud to be accredited under the Institute and Faculty of Actuaries' [Quality Assurance Scheme](#). Our website describes [the standards we apply](#).

## Job description

### What does the role involve?

As an Analyst at the Government Actuary's Department (GAD), you'll join a multidisciplinary team delivering practical solutions across a range of business areas. You'll use the right tools and methods to produce high-quality work efficiently, giving solid evidence to support decision-making and expert advice for our clients. Your role will cover the full analytical lifecycle, from gathering and preparing data, spotting patterns and trends, building models, to visualising insights and presenting findings.

With the team's wide scope, analysts play a key part in several specialist areas. Each area has its own focus, but all rely on a shared analytical toolkit, making your skills valuable across the department.

Reproducible Analytical Pipeline Analyst	Data Insights Analyst
<p>Enhancing efficiency and reliability in analytical production processes</p> <ul style="list-style-type: none"><li>✓ Use R programming and version control to clean, analyse, and visualise data.</li><li>✓ Build smart data flows for tools like Power BI.</li><li>✓ Work with large datasets to uncover insights.</li><li>✓ Improve and maintain code to make analysis faster and more reliable.</li><li>✓ Automate tasks to cut out manual work and boost reproducibility.</li><li>✓ Find creative ways to share results beyond traditional presentations.</li></ul>	<p>Turning data into decisions, insights into impact</p> <ul style="list-style-type: none"><li>✓ Use R programming and statistical methods to spot trends and give evidence-based recommendations for financial modelling.</li><li>✓ Dive into policy data to support key projects and initiatives.</li><li>✓ Create clear visuals and use smart techniques to make findings easy to understand.</li><li>✓ Keep up with the latest modelling methods to deliver strong, reliable analysis.</li><li>✓ Read, write, and talk about data clearly: understand sources, pick the right methods, and show how data adds value.</li></ul>
Models Solutions and Assurance Analyst	Policy Solutions Analyst
<p>Delivering excellence in model and system development</p> <ul style="list-style-type: none"><li>✓ Build models and systems, across a range of analytical tools (Excel, R, Python and more), that work well and are easy to use.</li><li>✓ Scope out new tools with users to understand what they need.</li><li>✓ Check analytical models to make sure they meet high standards.</li><li>✓ Team up with others to deliver joined-up quality assurance.</li><li>✓ Use your critical thinking to check models; make sure they meet requirements and actually work.</li></ul>	<p>Enhancing policy impact through proactive analytical support</p> <ul style="list-style-type: none"><li>✓ Solve clients' modelling challenges (with Excel, R, Python and more).</li><li>✓ Review social security systems in the UK and abroad, helping set coverage and contribution levels.</li><li>✓ Support pensions policy work, including modelling for government and regulators.</li><li>✓ Help with investment modelling, especially for pension schemes, and build up skills in using scenario generations.</li></ul>

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|  | ✓ Work on climate and disaster risk models, including disclosures and disaster response projects. |
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When you join, you'll receive targeted training to help you build the core skills needed for your analyst role, tailored to the team you're placed in. This ensures you quickly get up to speed with the specific tools, methods, and business areas relevant to your team. After receiving your offer, you'll have the opportunity to indicate your preferred area of focus, so your development can align with your interests and strengths as you settle into your role.

## Key responsibilities

1. Build robust analytical models and tools which will be used to automate analysis, help GAD's clients better understand our advice and allow members of the public to calculate their individual financial impact of government policies and benefits.
2. Analyse data to gauge its quality and suitability, understand developing trends and process the data to feed into advice.
3. Manage your time to deliver your analysis to time and budget; you may also be responsible for project management.
4. Proactively develop your knowledge and understand data science and analysis as well as the context of GAD's advice to government clients.
5. Identify and suggest new ways of working and areas where GAD can provide advice.
6. Work within GAD's professional standards and departmental procedures and guidance notes.
7. Use MS Office and modern data science languages such as R and Python to carry out analysis and prepare advice for clients.

*This job description is a broad reflection of the current duties. It is not an exhaustive list, and changes may be required, based on GAD's immediate operational needs which are at the discretion of the relevant Unit Director and in conjunction with the post holder.*

Person Specification	Assessment Criteria	Desirable / Essential
Technical (Assessed at sift stage)	Achieved or on target to achieve a 2:2 or above in a degree with a high mathematical content.	Essential
Experience (Assessed at sift and interview stage)	Experience of working in a team environment	Desirable
	Analytical thinker, able to break down problems and with strong technical skills	Essential
	A keen learner, who is willing to develop their skill sets further	Essential
	Seeks new and better ways to develop practical solutions, confidence and resilience in overcoming obstacles	Essential
	Able to adapt to changing circumstances and helps manage any changes or scenarios as needed	Essential
Behaviours (Assessed at interview stage)	Working Together	Essential
	Delivering at Pace	Essential
	Changing and Improving	Essential