



# Government Actuary's Department

<b>Job Title</b>	Graduate Trainee Actuary	<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>	Junior Trainee Actuary	<b>Salary range (Full-time Equivalent)</b>	£37,768 - £48,281
<b>Reporting to</b>	Qualified Actuary	<b>Responsible for</b>	As outlined below

## Job summary

The Government Actuary's Department (GAD) are at the centre of actuarial expertise within government. Actuaries help people better understand and quantify risk and uncertainty. At GAD, we use these skills to be the bold and trusted partners of government on risk and finance; enhancing decision making for lasting benefits to society. We enable government to better understand and quantify risk and uncertainty and in turn help shape better outcomes for the UK public. We do this on our core work by diving into client challenges and ensuring our advice enables success. We identify critical challenges to co-create solutions with our partners so that actuarial expertise can have more impact on significant policy initiatives.

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 a Graduate Trainee Actuary, you'll play a crucial role at the Government Actuary's Department (GAD) by collaborating with a diverse team of professionals to produce high quality, impactful advice and analysis for government.

This will include actuarial advice across government in a wide range of areas including:

- applying actuarial and modern data science techniques to allow government to better understand and manage risks for important policies affecting the entire UK.
- managing 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.
- delivering bespoke advice on financial and demographic risks facing government, including social security benefits.

Our aim is to integrate analytical and actuarial techniques into government operations to enhance decision making and improve outcomes for both decision-makers and the public.

We're dedicated to making a positive impact through innovative solutions and our typical areas of our work include the effective management of social security, pensions and risk-pooling arrangements, as well as bespoke advice including disaster risk protection.

## Key responsibilities

1. Produce actuarial analysis to inform GAD's advice to government departments, across areas of insurance, investments, pensions, and risk.
2. Support client engagement by drafting reports and advice as well as providing support in meetings and presentations.
3. Manage your time to deliver your work to time and budget. You may also be responsible for assisting with broader project management and development of junior staff.
4. Proactively develop your knowledge and understanding of actuarial methods and analysis, data science, the issues and risks facing government as well as how GAD can best provide advice to our 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
	Experience of report writing and delivering effective presentations	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
	Communicating and influencing	Essential