



Institute
and Faculty
of Actuaries

The Institute and Faculty of Actuaries

Professional Skills Sub-committee

A vacancy has arisen for a Chair of the Institute and Faculty of Actuaries (IFoA) Professional Skills Sub-committee as the current Chair will step down by the end of the year having completed the maximum term.

“Task” and “Person” Specification:

“Task” Specification

The Professional Skills Sub-committee (PSSC) is responsible for the development and delivery of diverse and stimulating content for professionalism CPD with the aim of embedding the Actuaries' Code, and professional and ethical behaviour in the IFoA's Professional Skills Training.

The PSSC develops a substantial amount of Professional Skills training resources (mainly video case studies) which are published twice yearly. These resources are made available to Members of the IFoA as part of the Member Value Proposition and are an important component of the IFoA's support for Members in fulfilling its public interest function.

In addition, the PSSC designs and delivers professional skills training in the form of webinars and conference sessions. The Chair will lead and participate in these activities working closely with volunteer members of the PSSC and Executive representatives from the General Counsel and Education Partnerships and Lifelong Learning Teams as well as external subject experts as required.

The PSSC is committed to ensuring a diverse and balanced representation to enrich its membership.

Key Responsibilities

Candidates would be expected to:

- Be actively involved in the outputs of the PSSC (development of case studies, presentations, participation in filmed discussions of case studies)
- Chair four to six meetings of PSSC annually
- Agree meeting agendas
- Be prepared for meetings having read and considered the papers in advance
- Be willing to use their networks to benefit the work of the PSSC
- Ensure good governance is applied to the operation of the PSSC
- Report on the PSSC's activities annually to the Regulatory Board.

“Person” Specification

Candidates should ideally:

- Be a qualified actuary with a good understanding of the ethical challenges affecting actuaries and professions more generally
- Be passionate about professionalism and able to bring creativity to the work of the PSSC
- Have experience of chairing meetings
- Have good leadership skills and a collegiate approach to secure the engagement of other committee members
- Have the presence and credibility to present / facilitate professional skills CPD sessions on a range of topics virtually and in person
- Have good networking skills and the ability to enlist help from others to provide input to the PSSC's outputs as required
- Be able to bring fresh ideas to the work of the Sub-committee.

In return, the volunteer will:

- Be able to influence and contribute to the development of the IFoA's professional skills online resources
- Help support the IFoA's public interest function
- Lead a creative and diverse team creating online resources primarily for IFoA Members, but also for use by universities and other Actuarial Associations
- Enhance their profile through facilitating / presenting online at events
- Have the opportunity to engage in broad-ranging and current topics.

Tenure

This is a three-year appointment, which can be renewable, by mutual consent, for a further three years. There is an opportunity to shadow the current Chair before they step down for a period to be agreed subject to the date of the appointment.

Time Commitment

The PSSC meets virtually four to six times a year. It is estimated that the time commitment overall will be approximately 20 days per annum.

August 2022