



Institute  
and Faculty  
of Actuaries

## **The Institute and Faculty of Actuaries**

### **Content Editor / Subject Matter Expert**

Subject Matter Experts with a good general knowledge of actuarial practice areas and related academic disciplines are sought to assist with the description of Institute and Faculty of Actuaries (IFoA) research documents and the ongoing development of a new research taxonomy.

#### **“Task” and “Person” Specification:**

##### **“Task” Specification**

The volunteer will be required to:

- help finalise the research taxonomy and assist with its ongoing maintenance by providing expert opinion
- assist with the tagging of research outputs where required including application of taxonomy terms and keywords
- input into the general approach to organising and displaying the IFoA repository of research.

##### **Tenure**

There is no particular tenure associated with this appointment but work is expected to complete by the end of 2019.

##### **Time commitment**

The expected time commitment for this role is no more than one to two hours per month.

##### **“Person” Specification**

Candidates will ideally have the following skills and experience:

- an understanding of the research landscape in which actuaries work
- relevant actuarial subject knowledge and a strong interest in any of the traditional practice areas and / or related academic fields
- experience of using online platforms, digital tools and / or web content editing
- the ability to understand issues around online user experience and information retrieval and suggest improvements to associated processes.

##### **In return, the volunteer will:**

- help to change the way that members, researchers and the wider community of interested parties find and use actuarial research produced by the IFoA
- be provided with excellent professional support and assistance.

## **Claiming CPD**

If you intend to use the time spent on this activity when recording your CPD, remember it must be relevant to your work or role and address a personal development need. You should record an appropriate learning outcome. This is in accordance with the [CPD Scheme](#).

## **March 2018**