



The Institute and Faculty of Actuaries

Independent Examiner Lead

We are seeking to appoint a proactive, innovative volunteer to become the lead Independent Examiner Representative, on the Learning Advisory Group (LAG). The LAG replaced Education Committee and will provide timely advice to the executive staffs on all aspects of the education offering to members. The Independent Examiner Lead will be expected to contribute to these wider discussions

“Task” and “Person” Specification:

“Task” Specification

As a member of the Learning Advisory Group, the member will be jointly responsible, along with other members, for the following:

- To lead on the training and mentoring of all Independent Examiners (IEs) with support from the IFoA Executive team
- To chair the annual virtual meeting of Independent Examiners (IEs).
- Provide feedback on issues raised by the Independent Examiners (IEs).
- Provide advice and guidance on the recruitment of Independent Examiners (IEs)
- Participate in the annual virtual meeting of the University Liaison Forum.
- Participate in accreditation and reaccreditation panels as appropriate.
- Participate in the annual accreditation review meetings for both undergraduate and postgraduate programmes
- Adjudicate where there is disagreement between individual IEs and between the university and IE decisions affecting individual subject thresholds/accreditation average marks
- Provide actuarial subject matter expertise to IFoA Executive staffs, through participation in the Learning Advisory Group

Tenure

This is a three-year appointment with the option to renew for up to six years.

Time Commitment

At the moment all meetings are virtual

- Attend Learning Advisory Group meetings as required. No more than 0.5 days per month
- Attend Independent Examiners meeting – allow 0.5 day per year
- Attend meeting of the University Liaison Forum – allow 0.5 day per year
- Attend accreditation review meetings as required.
- Preparation time to read/prepare papers for each of the meetings attended will be required
- Provide advice and guidance to executive staffs

“Person” Specification

We are looking for an individual who:

- Is a Fellow of the Institute and Faculty of Actuaries, or an academic with experience of teaching on an actuarial science, or related programme at one of the IFoA accredited universities
- Is able to attend each of the meetings;
- Is currently an Independent Examiner
- Is interested in supporting the relationship between the IFoA and Universities, globally
- Has a network of contacts within Universities, globally;
- Has a genuine interest in Education;
- Will network on behalf of the profession to keep abreast of relevant topics.

In return, the volunteer will:

- Be provided with (from the Executive team) excellent professional support and assistance and will be able to enjoy the satisfaction of knowing that they have contributed to the shaping of the IFoA’s Educational offering; and
- Have the opportunity to receive CPD for participating – if applicable under the current CPD Scheme.

December 2021