



The Institute and Faculty of Actuaries

Disciplinary Pool – Actuary

We are seeking to appoint proactive, innovative volunteers with an interest in professional discipline and standards to take on the roles of volunteer actuaries of the Disciplinary Pool.

“Task” and “Person” Specification:

“Task” Specification

Tasks which the Disciplinary Pool members are asked to undertake include:

- sitting on an Interim Orders Panel, in private, to decide on a temporary suspension pending investigation
- sitting, in private, on an Adjudication Panel which looks at all case reports and decides that there has been no misconduct or refers the matter to a Tribunal or invites the respondent to accept that there has been misconduct and if appropriate accept sanctions
- sitting on a Disciplinary Tribunal Panel, in public, of a charge of misconduct against one or more actuaries.

Tenure

This is a three year appointment, renewable for a further three years. All appointments are made by the Disciplinary Appointments Committee.

Time Commitment

As required depending on the number of hearings held per year. Members may be called upon for up to four hearings per year. A hearing may be a single day or multiple days depending on the size and complexity of the case and the type of Panel it is before.

In addition all members of the pool will be required to attend at least one training day every other year.

“Person” Specification

The Disciplinary Pool member will be someone who:

- has a minimum of 15 years professional or other relevant experience
- is a clear, logical thinker
- is able to summarise complex matters succinctly
- will have been in actuarial practice or within three years of appointment or re-appointment
- has the ability to weigh evidence and reach sound, well-founded judgements
- is able to work with others to reach a considered judgement
- has good communication skills
- has the ability to consider carefully both sides in a complaint and approach each with an open mind
- has the ability to be fair and objective
- has willingness to undergo training for the role
- must not be a member and/or director of the FRC or carry out functions under the FRC Scheme.