



## The Institute and Faculty of Actuaries

### Education Committee - University Representative

The Institute and Faculty of Actuaries (IFoA) is seeking to appoint an appropriately experienced individual for the role of University Representative on the IFoA's Education Committee.

We encourage applications from a diverse range of potential candidates, in terms of, but not exclusively gender, age, disability and ethnicity, as well as reflecting the geographical spread and practice areas of our membership.

#### Task and Person Specification:

##### Task Specification

###### Background

The IFoA is the UK's only chartered professional body dedicated to educating, developing and regulating actuaries based around the globe. We have a worldwide membership of over 30,000 of which over 50% are student members. 47% of our membership and 64% of our students are based outside the UK, reflecting the increasingly global nature of actuarial practice.

Our Council sets the IFoA's strategy, with Executive staff responsible for its execution. The Lifelong Learning Board is responsible for the oversight of delivery of specific aspects of this strategy related to the pre-qualification education of actuaries, and their continuing professional development and lifelong learning. The board delegates the operational aspects of the pre-qualification processes to the Education Committee to oversee.

The University Representative will be expected to:

- Provide input and guidance to help inform the Education Committee when considering the impact on our university partners and their graduates when making decisions on the pre-qualification syllabus and assessments
- Provide challenge to Education Committee to ensure the IFoA pre-qualification process is aligned to the graduate market, including careers, employability and soft skills development
- Participate in ad-hoc task and finish groups as detailed by the Chair
- Where required provide consultation and input, alongside the Accreditation Representative and the Independent Examiner Representative, to existing and new university agreements
- Where applicable, provide sector best practice exemplars to IFoA Executive staff
- Understand and adhere to good governance.

###### Tenure

The University Representative will be appointed for a period of three years.

###### Time commitment

The Education Committee meets five times each year for half a day and participation will be via face to face meetings in London, by telephone or video conference call. The timings of the meetings are arranged to be sympathetic to the times zones of any international members.

In addition to these meeting there will be follow up actions and communications between meetings by email and telephone.

The University Representative will be invited to attend and Co-Chair the University Liaison Forum. This meeting will normally take place in the late Autumn and is three hours duration.

The total annual time commitment is around 60 hours.

## **Person Specification**

### Essential

- Academic experience with an actuarial degree program
- Experience of the university and higher education sector, and/or frequent contact with graduate employment markets
- Ability to exercise independent judgement and to think objectively
- Strong and effective communication and interpersonal skills.

### Desirable

- Understanding of the current IFoA's pre-qualification processes.

The successful candidate will be appointed commencing May 2020

**October 2019**