



Institute  
and Faculty  
of Actuaries

## The Institute and Faculty of Actuaries

### Lead on Accreditation

The Institute and Faculty of Actuaries (IFoA) is seeking to appoint an appropriately experienced volunteer to lead on the Accreditation of undergraduate and postgraduate programs relevant to the IFoA qualifications.

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 practice areas of our membership. Applications from outside the UK and Ireland will be considered however it should be recognised the majority of IFoA accredited programs are UK and Ireland based and preference will be given to those individuals from these areas. Because this role requires a close working relationship with HEIs, we are looking for a practitioner rather than an academic, to avoid any potential conflicts of interest.

### 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 lead on Accreditation is a role within Education Committee with responsibility for the appointment and review of accredited undergraduate and postgraduate program to ensure an equivalent standard with the IFoA qualifications.

The Lead on Accreditation is expected to:

- carry out their responsibilities in a proper and impartial manner and in accordance with IFoA governance
- challenge and scrutinise accreditation applications or renewals and participate in panel meetings as required
- chair the University Liaison Forum, motivating attendees to input at meetings and offer constructive comments, and share best practice
- participate in the two annual review meetings for undergraduate and postgraduate programs
- highlight any issues for discussion at Education Committee
- foster a mutually respectful relationship with the Executive.

##### Reporting

The role will report into Education Committee.

##### Tenure

The Lead on Accreditation will be appointed for a period of three years. The tenure may be extended for a further three years by mutual agreement.

The IFoA will also consider alternative tenure lengths with individuals. These arrangements can be discussed on a case-by-case basis during the application process.

### **Time commitment**

The Education Committee meets five times each year for half a day and participation will be via face to face meeting 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.

The University Liaison Forum meets once a year for half a day and participation will be via face to face meeting in London.

The two annual review meetings are a day each, usually occurring in December and January.

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

Overall, the total annual time commitment is around 45 – 50 hours.

### **Person Specification**

#### **Essential:**

- an Associate or Fellow of the IFoA
- understanding of the current IFoA's pre-qualification processes
- understanding of the strategy of the IFoA, particularly its education strategy
- experience as an effective Chair
- ability to exercise independent judgement and to think objectively
- strong and effective communication and interpersonal skills
- recognising the need to respect cultural and language differences.

#### **Desirable:**

- an appreciation of the challenges facing professional bodies.

**April 2018**