



## JOB DESCRIPTION

**Job title: Pension Policy and Actuarial Services Manager**

**Department: Pension Services**

**Reports to: Director, Pension Services - Business Excellence**

**Full-time**  
 **Part-time**

**PURPOSE:** Give a brief description of why the job exists and how does it adds value to ATRF.

Reporting to the Director, Pension Services - Business Excellence this position is responsible for providing recommendations on actuarial issues relating to pension administration and ensuring compliance to applicable legislation and actuarial standards while leveraging industry best practices. Additionally, the Pension Policy and Actuarial Services Manager provides key support for identifying, evaluating and developing appropriate pension policies.

This position will work in collaboration with stakeholders across the organization with its primary support to the Pension Services team in facilitating the delivery of pension administration services, ensuring the team has the appropriate tools, policies and information to produce and validate benefit calculations, confirming accuracy in benefit calculations, application of actuarial methodologies and assumptions, resolving complex cases, providing plan rules interpretation and communicating plan funding and other actuarial matters.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Give a brief description to state overall purpose, expectations and/or objectives of the position. Then add bullet points, listing the specific tasks and job duties of the position that are required on a daily basis. Items should begin with action words such as perform, responsible for, deliver, develop, etc.

- Ensure plan rules and amendments remain compliant with governing legislation, including the tax rules applicable to registered pension plans, in consultation with internal and external legal counsel, consultants and actuaries on pension issues
- In collaboration with departments across the organization, develop and deliver policies, actuarial processes and information to support the ability to respond to plan member queries, compliance with pension plan legislation, and general pension plan administration and information
- Provide input on the plan funding and valuation cycle together with ATRF's Fund Risk & Strategy team and the Plan Actuary, including assistance with communication of plan funding and other actuarial matters to the Board and plan sponsors, with appropriate reporting, tools and funding policies
- Lead the provision of actuarial data, review the assumptions recommended by the Plan Actuary and coordination with the asset-liability analysis in collaboration with the Fund Risk & Strategy team
- Liaise with the Plan Actuary for the actuarial valuations, data, experience studies, assumptions and methodologies used for the benefit calculations, periodic review of administrative calculations and other projects

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- Review certain actuarial and benefit calculations, reviewing business and calculation rules as well as testing of calculations and system changes
- In consultation with the Director, Pension Services - Business Excellence, manage the development and ensure the accuracy of pension policy documentation and reference material
- Identify and manage procedural and system actuarial issues including tracking and communication of issues resolution
- Analyze and resolve complex and unusual cases, some of which may require the provision and incorporation of legal guidance
- Review plan communication and administration materials to ensure accuracy, consistent interpretation and application, as well as compliance to pension policies, actuarial standards, plan rules and governing legislation
- Proactively communicate and garner internal support for innovative ways to deliver services and pension benefits that supports compliance and ATRF's service mandate
- Manage various projects and provide recommendations and support for implementation of plan changes, system changes and continuous improvement initiatives
- Contribute to policy and process development that manages risks associated with pension services
- Ensure the Pension Services team members have the appropriate support and tools to produce and validate benefit calculations and guidance for more complex or actuarial calculations, as well as the necessary information, policies and interpretations to apply the plan rules, actuarial standards and related legislation consistently and accurately when administering and communicating the benefits
- Complete actuarial valuations, amendments and other related regulatory filings with Canada Revenue Agency or other entities as required
- Monitor and analyze legislative and regulatory developments that impact pension plans. Provide analysis and recommendations on legislative, administrative, and strategic issues. Remain abreast of trends and developments in the pension industry and keep the organization informed on these matters; establish professional relationships with representatives of peer organizations, associations and government agencies
- In partnership with the Pension Services leadership team assist with the development and implementation of ATRF's strategic plan and the Pension Services department plan

**EDUCATION AND WORK EXPERIENCE QUALIFICATIONS:** This section is used to describe what knowledge, skills and abilities are required to perform the daily tasks and job duties bulleted above. For education requirements indicate type of degree or diploma required, certifications and/or designations.

- University degree in Mathematics or Actuarial Science
- Actuarial designation achieved or in progress (ASA or FSA/FCIA), or an interest in pursuing, is considered a strong asset
- Chartered Financial Analyst (CFA), Certified Employee Benefits Specialist (CEBS), Pension Plan Administration Certificate (PPAC) or other equivalent certification would be considered an asset
- Minimum of seven years of work experience in pension or benefits consulting or administration, or in managing these programs
- Experience with pension administration systems and implementation, as well as developing pension policies, programs and strategies would be considered assets

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- Strong knowledge of pension management, administration, actuarial benefit calculations and funding, as well as related legislation (including the tax rules applicable to registered pension plans) and regulatory compliance
- Proven ability to interpret and apply complex legislation and perform actuarial calculations
- Well-developed research skills and analytical abilities
- Outstanding writing and editing skills
- Sound judgment and planning skills
- Proven abilities in problem analysis, complex cases resolution and change management
- Excellent interpersonal skills, with the ability to build relationships and exercise influence at all levels and a strong client service orientation
- Strong verbal communication and presentation skills

**INDEPENDENCE OF ACTION/AUTHORITIES:** Describe the extent to which decisions and recommendations are made independently. (e.g., complexity of problem solving).

Responsibilities are supervised from time to time; the Pension Policy and Actuarial Services Manager has the freedom of action to define priorities for the job. Some judgment is required as to the method of procedures to be used. Innovation/creativity or the development of improvement processes is an ongoing requirement of the job. Only unusual problems are referred to the Director, Pension Services - Business Excellence.

**LEADERSHIP, MANAGEMENT, SUPERVISORY & TEAM RESPONSIBILITY:** Describe the extent of responsibilities.

This position is a senior-level resource in a specific technical or professional function. Although the position does not have any direct reports, the Pension Policy and Actuarial Services Manager works in partnership with team members in Pension Services and other departments to deliver on objectives, requiring an ability to lead others, negotiate compromise, and exercise influence.

**Signature**

The electronic signature below indicates that the supervisor and Human Resources have read, discussed and agreed that the information accurately reflects the work assigned.

\_\_\_\_\_ Name

\_\_\_\_\_ Signature

\_\_\_\_\_ Date