

**Senior Actuarial Advisor**  
**Actuarial Services, Plan Management**  
**Full-Time, Permanent**

**About us:**

The Ontario Pension Board (OPB) administers the Public Service Pension Plan (the PSPP), a major defined benefit pension plan sponsored by the Government of Ontario. With over 106,000 members and almost \$40 billion in assets, the PSPP is one of Canada's largest pension plans. It is also one of the country's oldest, successfully delivering the pension promise since the early 1920s. [Learn more about OPB.](#)

**About the role:**

Reporting to the Manager, Actuarial Services, the Senior Actuarial Advisor will lead the delivery of actuarial expertise on pension modernization and strategic initiatives. With strong analytical and interpersonal skills, the Senior Actuarial Advisor will collaborate closely with internal business teams and vendor partners to ensure technology solutions are configured to meet plan provision, legislative and compliance requirements while improving process consistency and operational efficiency.

This is an exciting opportunity for a highly-collaborative actuarial professional with a strong foundation in pension administration, process and policy to influence process improvements and deliver significant contributions as part of a major business transformation initiative.

**Key Responsibilities:**

- Serving as the actuarial lead supporting pension modernization and strategic initiatives, providing senior level actuarial expertise on cross-functional project teams.
- Providing actuarial expertise in the design, development, testing, implementation and ongoing enhancement of pension administration tools, calculators, processes and systems, ensuring functionality, accuracy and compliance with applicable legislation.
- Reviewing project plans to identify the scope of actuarial expertise required and recommending the appropriate internal resources to support project and business objectives.
- Performing and verifying complex pension administration calculations and actuarial analyses.
- Collaborating with internal business partners to assess impacts of legislative, policy, and administrative changes on pension processes, tools and systems.
- Contributing to the evaluation, development, and enhancement of actuarial methodologies, policies, standards, and business practices, recommending innovative and practical solutions.
- Providing actuarial expertise and technical support to a broad range of internal and external stakeholders, effectively communicating complex concepts to diverse audiences.

- Leading quality assurance activities, including the review and validation of calculators, tools, models, and project deliverables, ensuring accuracy and consistency.
- Providing mentorship, coaching and day-to-day support for actuarial colleagues as a senior member of the team.

### **Key Qualifications:**

- 5-7 years actuarial experience working in pension administration or related environment.
- ASA designation achieved or in progress is considered an asset.
- Bachelor's degree in the fields of Statistics, Mathematics, Actuarial Science or Data Science or equivalent.
- Advanced knowledge of mathematical and actuarial concepts, standards and valuation methods.
- Strong knowledge of data analytics, risk assessment and mitigation, research, and wide-spread understanding of actuarial principles.
- Strong knowledge of Pension Benefits Act, Income Tax Act, related legislation and regulatory requirements for registered pension plans.
- Experience with pension administration systems and implementation would be considered an asset.
- Demonstrated expertise in spreadsheet programming and analysis and ability to perform and verify calculations.
- Strong proficiency Word, Excel, and PowerPoint. Experience working with MS Access is an asset.
- Strong attention to detail, quality control and detailed critical review skills.
- Strong relationship building skills with the ability to work collaboratively in a team and with stakeholders, advisors, and business partners, both internal and external to OPB.
- Excellent written and verbal communication skills with the ability to communicate technical information and deliver presentations tailored to the right level of complexity for the audience.
- Highly-developed analytical, problem solving, and continuous improvement skills.
- Ability to work independently, demonstrating adaptability and flexibility in managing multiple competing objectives and delivering in a time sensitive manner.

### **Compensation:**

- The target hiring salary for this position is **\$130,000**. A candidate's placement in the range is based on skills, knowledge, experience, and internal equity, with consideration for how the candidate is developing, meets, or exceeds the role's requirements. This position is eligible to participate in OPB's Annual Incentive Program, subject to its terms and conditions.

**Additional Information:**

- This posting is for an existing vacancy.
- The competition will remain open until a successful candidate is selected or until the competition is closed.
- No artificial intelligence tools are used to screen, assess, or select applicants for this position. We thank all applicants, however, only those selected for an interview will be contacted.
- The identified final candidate will be required to complete a background screening.
- OPB is committed to providing accommodation for people with disabilities in its recruitment process. Please advise OPB if you require an accommodation, and we will work with you to meet your needs. OPB is committed to fostering a culture of diversity, equity and inclusiveness that reflects the diverse communities we serve. We welcome and encourage applications from those who may contribute to the further diversification of ideas.

**If you are looking for an exciting opportunity and to build a career in an innovative and dynamic organization, submit your resume by clicking on Apply.**

**[Careers - Ontario Pension Board](#)**