

Senior Advisor, Pension Policy & Actuarial Services

Job Ad (2025)

When you join the Alberta Teachers' Retirement Fund (ATRF), you become a part of a high-performing and collaborative team. We are united in our mission to support and secure the pensions of Alberta's teachers through diligent stewardship and are committed to our purpose-driven work. Committed to excellence, we are guided by our values in everything we do. At ATRF, you're a part of a community devoted to making a meaningful impact in the lives of those who educate our next generation.

ATRF has an opportunity for a highly motivated actuarial professional to join our Pension Services team as Senior Advisor, Pension Policy and Actuarial Services.

The position is responsible for providing recommendations on actuarial issues relating to pension administration and ensuring compliance to applicable legislation while leveraging industry best practices. Reporting to the Director, Pension Services – Business Excellence, the position provides key support in identifying, evaluating and developing appropriate pension policies and cultivating strong working relationships with various stakeholders across the organization.

The Senior Advisor, Pension Policy and Actuarial Services primarily supports 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 and application of actuarial methodologies and assumptions, resolving complex cases, providing plan rules interpretation and communicating plan funding and other actuarial matters.

The ideal candidate is a high performing, analytical professional, with excellent communication and presentation skills with a proven ability to foster strong working relationships with key stakeholders and exercise influence at all levels.

Qualifications, Experience and Capabilities

- 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
- 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 case resolution and change management

What We Offer

ATRF's unique offerings include competitive compensation, a comprehensive benefits package that includes coverage for health, dental, vision and a health/wellness spending account, a flexible work program, and a culture of continuous learning and professional growth.

At ATRF diversity is one of our core strengths. We are committed to providing a diverse and inclusive workplace where everyone feels valued and respected because of their uniqueness. We are an organization that takes pride in ensuring the people we hire and the culture we create reflects and celebrates diversity of thought, background, and experience.

Application Information

Individuals interested in being considered are required to submit a resume and cover letter, attention to Aurlee Crane at resumes@atrf.com.

We thank all applicants for their interest; however only those selected for an interview will be contacted. ATRF is committed to providing an inclusive and accessible application, recruitment, and selection process for all candidates. If you require accommodations at any point in the process, please let us know and we will make every effort to meet your needs.

The successful candidate will be required to successfully complete a background check including educational verification, criminal record and a credit check. This is a full-time continuing position and requires the incumbents to be located in Edmonton, AB.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.