

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:

As a member of the Actuarial Services team, the Actuarial Advisor provides in-house actuarial expertise and support for pension modernization and strategic business initiatives. Reporting to the Manager, Actuarial Services and working closely with the Senior Actuarial Advisor, the incumbent will deliver actuarial and technical expertise on cross-functional project teams, contributing to the development, testing and validation of tools, calculators, and technology solutions that enhance operational efficiency and service delivery.

This is an exciting opportunity for a detail-oriented actuarial professional with strong technical capabilities and effective communication skills combined with an understanding of pension plan administration and policy to contribute to a major business transformation initiative.

Key Responsibilities:

- Performing and verifying complex and escalated plan administration calculations.
- Contributing to the design, development, testing, and implementation of actuarial tools, calculators, and pension administration technology solutions.
- Conducting demographic analysis and identifying trends in support of the valuation of the Public Service Pension Plan (PSPP) and related plans.
- Contributing actuarial expertise and technical actuarial support on cross-functional project teams.
- Reviewing policy and plan text to identify gaps, opportunities, assess impacts and recommending enhancements to improve processes consistency and operational effectiveness.
- Supporting user acceptance testing, validation activities, and post-implementation reviews to ensure technology solutions meet business and actuarial requirements.
- Communicating complex actuarial concepts effectively to a variety of internal and external stakeholders.
- Participating in evaluating and drafting new actuarial policies, recommending alternatives and improvements in consultation with the Senior Actuarial Advisor.
- Coordinating the data management, design, and preparation of actuarial related metrics and reporting.

Key Qualifications:

- Minimum of 4 years actuarial experience in the pension industry;
- 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.
- Strong knowledge of data analytics, risk assessment and mitigation, research, and wide-spread understanding of actuarial principles.
- Understanding of pension plan legislation and income tax legislation are strongly preferred.
- 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.
- Well-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 **\$115,000**. 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.

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