



Job Title: Lecturer in Actuarial Science (Teaching Focused)
Grade: 8
Salary: £44,263 to £61,198 per annum, plus a market supplement of £10,000 per annum (non-pensionable) payable for fully qualified actuarial status (Fellow of the Institute/Faculty of Actuaries)
Department: School of Computing and Mathematical Sciences
Hours/Contract: Full-time or job share considered, Permanent
Job Family: Teaching
Reference: 9724

Role Purpose

To undertake undergraduate and postgraduate teaching in actuarial and data science. Help students to manage projects and provide a high level of professionalism and quality assurance. To inform teaching and development, engage in scholarship (teaching-related, empirical or pedagogical research) and play an active role in sharing expertise across the College, University and beyond.

Main Duties and Responsibilities

Teaching

- Give lectures, seminars, tutorials and other classes, as allocated by the Head of School in accordance with teaching obligations.
- Support the implementation of actuarial curricula across our programmes, embedding project management and developing a deeper integration of coursework activities into teaching and learning.
- Support the development of flexible actuarial and data science teaching across our programmes, continuing the embedding of professional skills into teaching and learning.
- Supervise project work by undergraduate and postgraduate students.
- Undertake other academic duties (such as setting and marking coursework and examination papers, invigilation, participation in course reviews and pastoral support of students) required to sustain the delivery of high-quality teaching.
- Support and comply with the University and School teaching quality assurance standards and procedures, including the provision of such information as may be required by the School or the University.
- Maintain and develop expertise in aspects of learning and teaching and academic leadership; share this with colleagues within the School to contribute to developments.
- Contribute to curriculum development to ensure that module content and delivery are up-to-date and of high quality.
- Take responsibility and initiative in curriculum design in your area of expertise, to initiate innovation in teaching delivery and assessment.
- Be the first point of contact for students for personal support, in line with the Code of Practice on Personal Support for Students.





- Provide induction for new students and introduce the method of supported distance learning where applicable.
- Help students with the development of study skills.

Scholarship

- Work across the College of Science and Engineering on pedagogical and/or curriculum developments.
- Contribute to teaching innovation and development across the University, sharing good practice across Schools.
- Contribute to University or external policy making in the areas of teaching and learning support.
- Edit course material with updated information where appropriate to the School and help develop innovative teaching and assessment materials, including online material and interactive modelling applications.
- Engage in continuous professional development, through participation in relevant staff development programmes, in particular to achieve a FHEA qualification and to maintain Associateship/Fellowship of the Institute and Faculty of Actuaries where appropriate.

Administration and Other Activities

- Undertake such specific roles and management functions as may be required by the Head of School.
- Attend internal meetings and participate in committees and working groups within the School, the College and the University to which appointed or elected.
- Engage in relevant professional activities.
- Engage in professional development, for example through participation in relevant staff development programmes.
- Undertake, subject to the agreement of the Head of School and the University as appropriate, external commitments that reflect well upon and enhance the reputation of the University.
- Ensure compliance with health and safety requirements in all aspects of work.
- Take responsibility for organising resources and effective decision making in support of teaching.

Internal and External Relationships

- Coordination with central University offices as required.
- Liaison with colleagues within the School as required.
- Building and maintaining contacts with industry or other external partners and work on joint projects.





Planning and Organising

Long term planning/organisation of work in delivery of varied aspects of the job specification.

Seek guidance from mentors, administrative support staff and other academic colleagues as required.

Qualifications, Knowledge and Experience

Essential

- PhD (or close to completion) in mathematics **or** have passed at least all Core Principles and Practices subjects with substantial actuarial industry experience.*
- Experience in delivery of teaching to sixth formers/undergraduates/postgraduates or actuarial education.*
- Knowledge and experience of teaching the Actuarial Science qualification syllabus, especially the Core Principles and Practices subjects.*
- A sufficiently sound and broad knowledge of mathematics up to an advanced undergraduate level.*

Desirable

- A proven track record of undergraduate/postgraduate project supervision.
- Higher Education Academy (HEA) qualification.
- Experience in course development and/or curriculum design.
- Experience in supervision of undergraduate or postgraduate students.
- Experience with organising student activities outside the classroom.

Skills, Abilities and Competencies

Essential

- A passion for enhancing actuarial education, and in supporting students to realise their potential by developing their technical and broader workplace skills.
- Evidence of the ability and willingness to promote learning.
- Excellent written* and oral communication skills.
- Evidence of the ability to use information and communication technology in teaching and supporting students and communicating with other areas of the School.*
- High level of proficiency in English: sufficient to undertake teaching and administrative activities using English Language materials and communicate effectively with staff and students
- An organised and systematic approach to work.
- The ability to work with students from diverse educational, cultural and work backgrounds and those with disabilities.
- A commitment to student centred learning and being available and accessible to students.





- An understanding of and commitment to equal opportunities policies and practices.
- A commitment to personal development.
- Working knowledge of at least one programming language (e.g. R, VBA, Python, SQL).
- Good interpersonal and personal skills and traits including:
 - o Selflessly balancing the needs of colleagues the organisation against your personal goals
 - o Time management and prioritisation
 - o Commitment to accountability, integrity, and trustworthiness
 - o Ability to work in teams and to be able to balance organization and personal goals
 - o Solution-focussed and problem-solving mentality

Desirable

- Significant contacts with actuarial research community or the actuarial industry, eg member of working party, conference organising committee, practice board, etc.
- In-depth knowledge of a number of programming languages (e.g. R, VBA, Python, SQL).
- Potential for academic leadership

****Criteria to be used in shortlisting candidates for interview***

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

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University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.





Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equity support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equity, diversity and inclusion.

