

## Job Description

<b>JOB TITLE:</b>	Lead Actuary – Portfolio Analytics
<b>DEPARTMENT:</b>	Actuarial
<b>JOB HOLDER:</b>	
<b>REPORTS TO:</b>	Head of Actuarial Analytics - Portfolio & Coverholder

### Purpose of the Job:

To support the Head of Actuarial Analytics (Portfolio & Coverholder) in implementing the strategy in respect of Portfolio analytics.  
To be a key contact for the Underwriting teams, the Actuarial SMEs and other Group functions in respect of Portfolio Analytics activity.

### Principal Accountabilities:

#### Portfolio Analytics

- To support the development and review of the Portfolio Analytics strategy across all distribution channels.
- To be a key part of the team that materially enhances the Group's approach to Portfolio Analytics
- To support the Head of Actuarial Analytics in the research, development and challenge of fundamental approaches and best practices in regards to portfolio management
- To proactively engage with the Group's Actuarial SMEs and Underwriting teams to ensure Portfolio Analytics tools and insights are appropriate and add value to the underwriting process
- To be a key subject matter expert for the Group's Portfolio analytical tools, providing direction into build and recalibration processes such that these are used widely and appropriately throughout the Group
- To drive the investigation into new systems/technology, sources of data and approaches that would be enhance the value and efficiency of the Portfolio Analytics process.
- To work with Group functions to ensure Portfolio Analytics data is available for reporting and analysis.
- To design and monitor the Group's Portfolio Analytics framework to ensure compliance with both the Group's internal and any regulatory minimum underwriting standards and ensure consistency across each Underwriting Portfolio.

#### Group Initiatives

- To represent the Actuarial team in, and be an active and constructive contributor to, the Group's strategic initiatives in respect of portfolio management across all distribution channels
- Support the Head of Actuarial Analytics in ad hoc projects as required.
- Have a detailed understanding of each line of business written within the relevant business units.

### Education, Qualifications, Knowledge, Skills and Experience:

- Newly Qualified Actuary (FIA, FFA or equivalent).
- Obtained a relevant, numerate degree with a good overall grade.
- Sound personal, commercial general insurance or Lloyd's/company market experience.

- Experience in Pricing, ideally with experience managing the pricing process and in-house or outsourced pricing software platforms.
- Excellent IT skills, in particular, MS Excel and the wider Office suite. Ability to use R / Python and other predictive modelling software will be advantageous.

The incumbent must also demonstrate the skills and ability:

- To line manage actuarial analyst(s).
- To apply expert knowledge to deliver creative and pragmatic solutions to complex problems.
- To aid in the management of team resources to meet agreed deadlines; delivering on a range of tasks and ensuring appropriate upwards management, including identifying any resource issues as appropriate.
- To establish and maintain effective working relationships across the Actuarial department and across other internal departments, with the ability to challenge and influence as required.
- To serve as a resource for best practice, identifying opportunities for improvement within the wider Actuarial department and functional areas and contributing towards changes where required.
- To ensure effective and professional written and verbal communication across all areas of work, encouraging open discussion and contribution from others.
- To effectively manage own time (and that of any direct reports) to deliver individual and group wide objectives.
- To be a positive influence through contact with other departments in the business.
- To be respected for both technical and wider business knowledge.

As a term of your employment you may be required to undertake such other duties as may reasonably be required of you in the post and department mentioned above.

Signed .....

Dated .....

Name .....