Pension Policy Analyst

Vestcor has a full-time position available for a Pension Policy Analyst.

Located in Fredericton, Vestcor is the largest investment manager in Atlantic Canada, providing global investment management services to 11 different client groups representing approximately $24.4 billion in assets under management. We also provide administration services to 11 pension plans and five employee benefit plans.

The Pension Policy Analyst works as part of the Pension Policy Team, which is responsible for providing research, analysis, and interpretation of pension plan provisions and related legislation to facilitate implementation of various proposed and required pension benefit and related program deliverables. Other responsibilities include developing or updating communications/ processes related to pension plan changes, identifying pension program administrative and system issues, and formulating strategies to address them as well as policy interpretation in providing support to other employees in the organization.

The successful candidate will be a team player with excellent communication, analytical, and problem-solving skills. The candidate must also have the ability to grasp complex financial and actuarial concepts and must be proficient in the use of Excel spreadsheets and other computer applications. Finally, the candidate must be able to write about complex concepts using clear and concise language.

The ideal candidate requires a university degree in business administration, public administration, law, or a related discipline and a minimum of three years' related experience or a two-year post-secondary diploma and five years' related experience. Written and spoken competence in English is required.

In the cover letter, candidates must demonstrate why they believe they have the required qualifications and skills for this position.

We offer a competitive salary, an excellent benefits package, and a challenging and rewarding team environment. The successful candidate will participate in the New Brunswick Public Service Pension Plan.

Vestcor supports a diverse and inclusive work environment and encourages applications from all qualified applicants. Interested applicants must forward their cover letter and resume by **November 23, 2026**.



HOW TO APPLY

Director Human Resources

Vestcor Inc.
100 – 140 Carleton St.
Fredericton, NB E3B 3T4

Or via e-mail to:
careers@vestcor.org

ATLANTIC CANADA'S TOP EMPLOYERS 2026

VESTCOR

Unleash your potential in Atlantic Canada with Vestcor!

Learn more about us by visiting vestcor.org.

POSITION DESCRIPTION

Title:	**Pension Policy Analyst**
Department:	**Pension Policy**
Immediate Supervisor:	**Team Leader Pension Policy**
Salary Range:	**Min.: $66,000 / Mid.: $88,000 / Max.: $110,000**

CORE ACCOUNTABILITY

A Pension Policy Analyst works towards developing a solid understanding of the provisions within the legislated, negotiated, and shared risk model pension plans that Vestcor administers. In addition, they should understand various pension concepts (e.g., termination value, adjusted termination value, open group funded ratio, integration), the role of the New Brunswick *Pension Benefits Act* and the *Income Tax Act*, and basic concepts within an actuarial valuation and shared risk plan funding policy.

MAJOR RESPONSIBILITIES

- Ensures both operational and strategic priorities are effectively transitioned into new or amended programs
- Identifies arising pension / pension program administrative and system issues and formulates strategies to address these requirements
- As required, researches issues and consults with internal and external resources
- Develops and amends various forms of communication/documentation and process changes related to pension plan administration, as required
- Provides policy advice on various pension plans as well as policy interpretations and potential impacts on associated system functionalities and programs
- As required, leads projects related to plan changes, special initiatives, and other ad hoc requests

COMPETENCY PROFILE

- University degree in business administration, public administration, law, or a related discipline and a minimum of three years' related experience OR a two-year post-secondary diploma and five years' related experience
- Strong team player
- Excellent verbal and written communication skills in English
- Proficient in Microsoft Office Suite