Strategic Pensions Manger

Grade 13

Our Vision

An innovative, ambitious, and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth
* Live in thriving and sustainable communities
* Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

About the Service

**Staffordshire Pension Fund** offers employees an important benefit whilst it also has a significant impact on the cost of employing staff and as a result, contributes to the Council’s vision and the visions of many other Public Sector organisations across Staffordshire. The Fund has its own governance arrangements, independent management, and commissioning arrangements.

**Treasury & Pensions** is the lead commissioner for the Pension Fund with key accountabilities for strategic insight, implementation of the delivery model, monitoring and review including providing strategic financial advice, securing stewardship, supporting effective decision making and enabling effective financial management. The division also provides the County Council and others with a risk managed Treasury Management Service.

**Political Restriction:** This position is considered as a Politically Restricted Post under the Local Government and Housing Act 1989 and subsequent amendments introduced by the Local Democracy, Economic Development and Construction Act 2009.

Reporting Relationships

Responsible to: Assistant Director for Treasury & Pensions

Responsible for: The management of the Administration, Systems and Data, Governance and Communications, and Employer and Funding Teams

Key Accountabilities:

1. Support the Assistant Director in ensuring the Pension Fund has an appropriate long-term Funding Strategy, which meets the prime objective of the Fund of meeting liabilities as they fall due, whilst being consistent with maintaining an affordable and stable contribution rate.
2. Support the Assistant Director in ensuring the Pension Fund and the Pensions Committee is fully answerable to its stakeholders through facilitating an effective Committee process including providing advice and guidance to the Committee and the Local Pensions Board.
3. Responsible for ensuring appropriate Governance arrangements are in place and fully embedded into the Pensions Services’ processes and develop and publish a range of statutory and other informative documents, to enhance the wider effectiveness of such arrangements.
4. Responsible for developing a Risk Management Framework which allows for the explicit identification and management of risk and to ensure that appropriate management controls are in place and monitored, to mitigate those risks.
5. To deputise for the Assistant Director for Treasury & Pensions as required.
6. To lead, develop and empower specialist teams within the Pensions Service; including Governance and Communications, Employers and Funding, Systems and Data, Benefits, Payroll and Transfers, to ensure the provision of an efficient and effective range of services which meet the services’ organisational objectives and legislative requirements.
7. To lead on the development of policies and be responsible for interpreting regulations and statutory guidance, and to provide relevant advice to key stakeholders, including the Administering Authority, Employers, and members.
8. To ensure that existing and future changes to the Local Government Pension Scheme (LGPS) and overriding DWP and HMRC Regulations, legislation relating to Employment Rights and Compensation Benefits for the LGPS, TPS and NHS Pension Schemes, are fully implemented to mitigate the risk of non-compliance to avoid legal challenge or regulatory sanction.
9. To lead on the 3 yearly (triennial) LGPS Fund Actuarial Valuation project, to consider the approach and assumptions with the Fund Actuary, and to engage with Scheme Employers and other stakeholders to communicate outcomes
10. Accountable for ensuring that proper arrangements and appropriate systems and processes are in place to enable the correct recording of data, calculation, and payment of benefits, in accordance with Pension Scheme Regulations and Discretionary Compensation Regulations.
11. Accountable for the delivery of an efficient and effective pensions service, within established published performance standards, ensuring compliance with national benchmarking standards and the Pensions Regulators’ “disclosure” requirements to ensure the provision of excellent customer service to all stakeholders.
12. Responsible for the achievement of the commercial, technical and organisational objectives of the Pensions Service and the development and delivery of the Annual Pension Fund Business Plan.
13. To lead on the procurement and ongoing commercial and technical management of significant long-term contracts with a range of business suppliers, systems, actuarial, legal, printing, overseas payments, member tracing etc. to ensure the Pension Fund receives best possible value for money and service efficiency.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council and the Pension Fund objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident**  **Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership**   * Degree / equivalent or substantial experience working in a Local Government Pensions environment * Hold the Institute of Payroll and Pensions Management (IPPM) qualification or equivalent recognised Pensions Industry qualification * Recognised Management Qualification or demonstrable experience in a Senior Management role. | A  A  A |
| **employer_small**  **employer_small**  **employer_small**  **employer_small**  **employer_small** | **Knowledge and Experience**   * Demonstrable and substantial experience working in Pensions Administration * Experience in leading, managing, and empowering individuals / large teams within a complex public sector function. * Detailed understanding and extensive experience of applying the pensions legislative framework and LGPS regulations. * Experience of influencing and providing challenge to decision making at a senior level through stakeholder engagement, both internally, externally * Detailed understanding / experience of the role of the Pensions Regulator / Ombudsman other statutory bodies and professional advisors and how they relate to the working of the local scheme. * Thorough understanding and experience of Actuarial methods, standards and practices, including assumption setting, discretionary policy approach, liability and asset valuation, outsourcing and bulk transfers impacts. * Thorough understanding and experience of commercial and technical procurement and relationship management. * Detailed knowledge of Data Protection and Freedom of Information legislation | A/I  A  A  A/I  A/I  A/I  A/I  A/I |
| **employer_small**  **employer_small**  **employer_small**  **employer_small**  **employer_small**  **employer_small** | **Skills**   * Ability to assess, analyse and solve problems * Effective organisational and time management skills * Ability to lead and motivate others, inspire change and improvement, delegate and manage resources and people. * Effective numeracy and literacy skills * Ability to build strong influential relationships with senior individuals and work with a variety of stakeholders at all levels, both internally and externally. * Effective interpersonal and communication skills both face to face, in writing and in groups; including strategic leaders and members. * Ability to manage a critical legislative and financial function in a major organisation. * Ability to ensure delivery of performance standards to specific deadlines. * Ability to communicate complex technical information clearly and simply in written reports or presentations. * Advanced IT skills with a detailed understanding of data reporting and financial systems. * Able to work flexibly and creatively to meet changing priorities * Political awareness and sensitivity coupled with a high degree of integrity and professional standards.   This post is designated as a casual car user | A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I |

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job Centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting

Talent & Resourcing Team 01785 278300