



Role Profile

Job Title: Pensions Governance and Risk Manager			
Reference No:	A5783		
Service:	Finance (Pensions)		
Job Family:	Finance Services	Grade:	FC10

Purpose
To lead and support the development, implementation and monitoring of governance, risk and compliance across the Council's Pension Service, ensuring that the service provides effective governance and risk support to the Fife Pension Fund. Ensure alignment with the relevant statutory framework, LGPS regulations, codes of practices, and discretionary policies.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Develop, implement and monitor governance frameworks to ensure ongoing compliance with relevant, legislative and regulatory framework, codes of practice and discretionary policies. Lead on reporting to the Pensions Committee and Board, highlighting key compliance outcomes and areas for improvement.	Degree or relevant qualification in public administration, finance, law or related discipline	✓	
Develop, maintain and monitor Fife Pension Fund's risk management arrangements and risk register, including policy and strategy, supporting processes and procedure, risk appetite approach and horizon scanning.	Qualification in governance or risk management		✓
Co-ordinate the management process, including identifying and assessing potential risks evaluating the effectiveness of existing			

E = Essential Criteria D = Desirable Criteria

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internal controls and assisting in the identification of actions to further strengthen controls/mitigate risks. Prepare Risk management reports for reporting for Pension Committee and Board.	Membership of the institute of Risk Management, ALARM (Association of Local Authorities Risk Managers) or other appropriate professional institute/body.		✓
Develop and maintain the Pensions Committee and Board training policy ensuring knowledge and skills requirements are met. This will include developing a training programme, knowledge assessments and maintaining a training register	Experience in governance, risk management or compliance in a regulatory environment.		✓
Develop and report on Key Performance Indicators for the Fife Pension Fund	Knowledge of LGPS, pensions regulations and codes of practice		✓
Develop and maintain a policy framework to ensure that policies are monitored appropriately, in line with governance guidance to ensure regular review, amendment and publication. Ensure the Fund's strategy and policy documents are in place and regularly reviewed and compliant with regulations.	Strong analytical and reporting skills	✓	
Monitor the evolving regulatory environment and identify actions for the fund based on horizon scanning	Excellent communication and stakeholder engagement abilities	✓	
Contribute to the completion of the Pension Fund Annual Report including the Annual Governance Statement	Experience in policy development and review		✓
Support the Pensions Service Manager, including ensuring that the Pension Committee can effectively and efficiently fulfil its roles and responsibilities. This will include production of Committee reports and policies, attendance at Committee meetings agenda planning and other various meetings and following up on action points	Ability to undertake horizon scanning and prepare briefing notes		✓

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Supervise and develop a small team promoting continuous improvement and professional development.	Ability to lead a team and influence others	✓	
Co-ordinate the preparation of Pension Fund Business Plan	Experience supporting a pension board		✓
Participate in tendering processes for professional services associated with the Pension Fund and engage in relationship management			
Establish relationships with the Board Chair, Board members and other stakeholders. Provide support to the Pension Board including developing agendas, minutes, relevant reports including the Pension Board Annual Report and Constitution. Act as the primary point of contact and maintain registers for gifts and hospitality, expenses, and declaration of interests for Pension Board Members.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Job Title (Specialists Tasks)			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
<p>Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.</p>	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>

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