



Role Profile

Pensions Service Manager			
Reference No.	Chief Officer	Type	
Service	Finance Service		
Job Family	Executive/Senior Manager	Grade	CO29

Purpose
<p>Leading and managing the Fife Pension Fund to ensure the delivery of consistent, high-quality service which will drive excellent performance and raise standards in key pension fund areas.</p> <p>Ensuring the provision of a robust, efficient and professional Pensions service.</p> <p>Ensure Fife Council, as Administering Authority, meets its statutory obligations in respect of Pensions Administration, Investments, Accounting, Risk Management and Governance including the strategic development and delivery of the Pension Fund functions.</p> <p>Support the Pensions Committee and the Pensions Board, maintain key adviser relationships and provide a service to Pensions Fund members and a wide range of employers within the Pension Fund.</p> <p>Ensure the Pension services are aligned to the strategic objectives of the Fife Pension Fund and ensure all statutory functions and other business critical activity is achieved as part of a high quality service provision.</p>

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Governance

- Lead and manage strategy development across all areas of the Pension Fund
- Shape, lead and drive Fife Pension Fund's Governance arrangements and ensure they are consistent with best practice in the LGPS and the wider pensions industry.
- Develop and manage the Pension Fund Business Plan, delivering performance outcomes that meet the agreed targets.
- Lead Fife Pension Fund responses to consultations issued by Government or other industry bodies.
- Provide advice and support to the Head of Finance in relation to Governance of the Fund overall, including investment related governance.
- Represent the Fund and co-ordinate membership and participation within industry wide bodies.
- Lead and recommend the work programme for both the Pensions Committee and Pensions board.
- Lead on Pensions Training Policy and manage an appropriate training programme in line with the policy ensuring that members of the Committee and board have the opportunity to meet their knowledge and skills requirements.
- Manage the work programme of the internal Pensions Governance Group in conjunction with the Head of Finance
- Provide governance and policy advice to the Pensions Committee and the Local Pensions Board and other elected members and officers as and when required.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Degree in related subject (relevant to pensions, investment, economics or finance subject matter)	✓	
Relevant professional qualification		✓
Experience of working at a senior level within a pensions, local government, regulatory or financial environment.	✓	
A proven ability to plan and manage multiple concurrent projects.	✓	
Experience of working with elected members		✓
Report writing skills - ability to analyse data and transform it into informative, concise, and accurate reports.	✓	
Awareness of the Pensions Regulator requirements and other governance issues	✓	
Able to work under pressure and to strict timetables	✓	

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<u>Actuarial</u> <ul style="list-style-type: none"> • Liaise with the fund actuary and take the lead on delivering the triennial valuation for employers in the fund and deliver within statutory timescales and requirements. • Liaise with Fund Actuary and employers on matters relating to funding strategy. 	Experience of actuarial valuation process and funding strategy and / or governance related work Ability to speak with confidence and influence people with various levels of understanding.	✓	✓	
<u>Compliance</u> <ul style="list-style-type: none"> • Provide oversight and compliance for all pensions related activity. • Ensuring the Fund’s compliance with relevant legislation, guidance and best practice • Maintaining a breaches log covering all breaches of the law, including but not limited to disclosure regulations, data protections and cyber security. • Work with the Head of Finance on the development of appropriate policy documentation to cover legislation and policy matters. 	A strong understanding of the Local Government Pension Scheme Regulations and associated legislation In depth knowledge of the current issues and regulatory environment affecting the local government pension fund	✓	✓	
<u>Contracts</u> <ul style="list-style-type: none"> • Plan and deliver procurement exercises that meet requirements of the fund and to deliver best value for the Fund. • Take the lead on procurement exercises and ensure they are in accordance with Council standing orders and legislation. • Ensure effective contract management takes place throughout the duration of contracts. 	Experience of contract management and relationship management	✓		
Manage and control the overall <u>Risk Management Framework</u> for the Pension Fund <ul style="list-style-type: none"> • Lead on managing the Fund’s risk and horizon scanning. 	Experience of risk management strategy and development and review of risk registers		✓	

<p>Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:</p> <ul style="list-style-type: none"> • Manage and develop the funds risk register, including internal control and any actions to control and mitigate risk. • Liaise with internal audit on the development of the annual audit programme.
<p><u>Pension Fund Investment</u></p> <ul style="list-style-type: none"> • Attend and participate in the quarterly Joint Investment Strategy Panel meetings and support the Head of Finance in that forum. • Support the Head of Finance and the Pensions Committee to review investment strategy with a long-term planning horizon, strategic asset allocation, manager appointment and retention and relationship management, reviewing manager performance versus benchmark, and Environmental, Social and Governance policy, voting and litigations.
<p><u>Pension Administration</u></p> <ul style="list-style-type: none"> • Lead and manage complex change projects and initiatives relating to Pensions Administration • Raise the profile and promote the service provided to Fund members and employers. • Ensure the adequate resource to fulfil the business plan requirements to a high standard
<p>Lead and co-ordinate any <u>legal</u> requirements for the fund. Liaise with the Fund's legal advisers on relevant matters as and when required</p>
<p><u>Employers</u></p> <ul style="list-style-type: none"> • Maintain a professional and proactive lead in dealing with Fund employers.

<p>Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility</p>	E	D
<p>Knowledge of Pensions Fund investments and/or financial markets</p> <p>Experience of collaborative working, developing and maintaining effective relationships, resulting in credibility at senior level</p>	<p>✓</p> <p>✓</p>	
<p>Able to provide a framework for the continuous improvement of the Pension Fund Service.</p> <p>IT skills e.g. Microsoft Office 365 and ability to recognise technology opportunities to bring about continuous improvement.</p>	<p>✓</p> <p>✓</p>	
<p>Ability to interpret correctly, relevant complex legislation</p>	<p>✓</p>	
<p>Able to communicate clearly and effectively through a variety of media</p>	<p>✓</p>	

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<ul style="list-style-type: none"> • Manage and oversee all employer admissions and exits from the Fund and other employer activity. • Shape and Influence employers' events. 				
<u>Team management/Digital</u> <ul style="list-style-type: none"> • Providing professional leadership and guidance to team members through personal and team development, coaching, managing attendance, performance and conduct, project work and fostering knowledge sharing within and across teams. • Foster a culture of continuous improvement, developing the team and planning for the future making best use of digital solutions. 	Leadership skills – interpreting, shaping, aligning and inspiring people to achieve results. A proven ability to motivate staff. A proven ability to set strategy and ensure successful implementation. Committed to ongoing professional development and learning	✓ ✓ ✓ ✓		
<u>Financial Management/Accounting</u> <ul style="list-style-type: none"> • Set and manage the budget for the Pension Fund • Manage and deliver the Pension Fund Annual Accounts ensuring delivery within the statutory deadline. • Take a lead role in relation to external audit activity. • Lead, manage and oversee fund accounting practices including banking and portfolio reconciliations, cash flow monitoring, foreign tax filing, etc. 	Experience of budgeting and financial management and accounting		✓	
<u>Deputise for the Head of Finance</u> <ul style="list-style-type: none"> • Represent the Head of Finance at meetings within the Council and with other external bodies or specialist advisers as and when required. 	Able to establish positive working relationships with external service providers	✓		
Undertaking all other duties as required for the role. Duties will be in line with the grade.				

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

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.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How we work matters**

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.