

**Job Description: Senior Pensions Secretary – Scheme Advisory Board Secretariat**

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<b>Reports to:</b>	<b>Head of Pensions</b>
<b>Directorate/Team:</b>	<b>Deputy Chief Executive / Pensions</b>
<b>Grade:</b>	<b>Grade 7</b>

**Job Purpose:**

To provide effective, courteous, timely and professional leadership and support for the workplan, budget and governance arrangements of the Local Government Pension Scheme Advisory Board (The Board) and its members.

To ensure that Board projects are effectively implemented and that the Board budget process and levy collection is efficiently managed. To support the effective delivery and development of the objectives of the Board through the management and co-ordination of the Board secretarial team, its sub-committees and working groups including the drafting of technically proficient Board and committee papers.

To work collaboratively with other members of the pensions team to ensure the Board meets its declared objectives.

**Core Accountabilities:**

1. As a member of the Pensions team, contribute to the delivery of assigned projects and programmes within resource and budget allocations that deliver the Board's business plan and help the constituent members meet their challenges and priority outcomes.
2. Contribute to the development of networks and partnerships that are of value to the Board and work to maintain a positive reputation for the Board with local authorities, central government, partners and stakeholders.
3. Work as part of a team, contributing towards building a culture of flexible and collaborative team working to ensure that the Board meets its business objectives and responds effectively to new or changing requirements.
4. Deliver the functions of the role in accordance with LGA's health and safety, equal opportunities and environmental policies.
5. Undertake any other duties and responsibilities appropriate to the post.

### **Specific Accountabilities:**

1. To deputise for the Head of Pensions in the role of Board Secretary as required including the development of the Board's work and meeting plans.
2. To effectively manage the Board secretarial team including setting individual objectives to deliver the Board workplan.
3. To lead on the effective management and implementation of projects agreed by the Board including the procurement of external resources in accordance with the Board's and/or the LGA's policy and practice and management of project budgets as required.
4. To be responsible for the effective management of the Board's budget process including the development and costing of the annual work plan, regular budget reviews and ensuring the effective collection of levy monies. To ensure payments in relation to such budgets are made in a timely manner and in accordance with LGA budget management policy and practice.
5. To represent and promote the activities of the Board through the development and implementation of an effective communication strategy including speaking at conferences and seminars and the provision of a comprehensive digital presence
6. To ensure that all bodies within the governance arrangements of the Board are efficiently and effectively supported and that all statutory, constitutional and best practice requirements in relation to their operation are communicated to members of those bodies in a clear and timely manner. To lead and manage specific bodies as directed by the Head of Pensions.
7. To provide a pensions technical support service to the policy development role of the Board and committees through the drafting of reports and supporting information and/or arranging for the drafting of the same by third parties.
8. To ensure that the constitution of the Board is legally compliant, up to date, reflects statutory requirements and is operationally both promulgated and understood widely across the LGPS stakeholder community.
9. To ensure that all statutory information in relation to members of the Board is kept up to date and publicised appropriately.
10. To assist the Head of Pensions in ensuring the effective management of Board member conflicts of interest.
11. To ensure a comprehensive service is provided to all Board, committee and working group members to allow them to deliver and discharge their responsibilities to include at least:-
  - Training and other programmes that support individual and collective needs.
  - The provision of timely and efficient information and data.
  - Advice and guidance on the legislative and other requirement of members whilst serving on the Board
  - General administrative systems that allow access to information and items needed in support of the member role.
  - The provision of specific support services to members holding particular positions as directed by the Head of Pensions.

12. To support LGPS administering authorities through the development and communication of comprehensive and understandable guidance on the creation, maintenance and support of local pension boards.
13. To assist the Head of Pensions in keeping these services under review.
14. From time to time to take a focused role in specific areas under the direction of the Head of Pensions.
15. To assist the Head of Pensions in ensuring that systems and working practices are efficient and consistent and that the best use is made of IT systems so as to improve service outcomes and increase operational capacity.

**Relevant Contacts:**

Head of Pensions  
Chair of LGPS Advisory Board  
Members of LGPS Advisory Board, committees and working groups  
Central Government Departments  
Civil Servants  
LGA  
Programme Board Members  
LGA Office Holders  
LGA Executive  
LGA Strategic Managers  
Other  
LGPS Pension Managers  
National Union Representatives  
Professional bodies  
Actuaries

**Person Specification: Senior Pensions Secretary – Scheme Advisory Board Secretariat**

<p><b>Qualifications</b></p>	
<p><b>Knowledge and experience</b></p>	<ul style="list-style-type: none"> <li>• Experience of effectively managing projects in a pension’s environment</li> <li>• Experience of effectively managing budgets and complying with financial codes of practice</li> <li>• Knowledge and experience of the regulations governing the Local Government Pension Scheme and overriding legislation, particularly relating to the policy development and governance of the scheme.</li> <li>• Knowledge and experience of the investment structure of the scheme including decision making, asset allocation and pooling.</li> <li>• A track record and experience of producing both technical and strategic / policy advice, guidance and information to a wide range of audiences with interests in the Local Government Pension Scheme, including governmental bodies, pensions practitioners, councillors and employers</li> <li>• A broad experience of all aspects of committee administration within a local authority or similar democratic organisation</li> <li>• Experience of drafting and/or arranging for the drafting of reports and supporting papers to a high technical level within strict deadlines</li> <li>• Experience in creating, supporting or developing digital communication strategies including websites and social media</li> <li>• Experience of managing relationships and dealing effectively with internal and external customers, advising senior officers and elected members on multifaceted issues in a complex technical and political environment.</li> </ul>
<p><b>Skills and abilities</b></p>	<ul style="list-style-type: none"> <li>• Excellent oral and written communication skills</li> <li>• Sound political judgement and the ability to act in an impartial and credible manner with elected members and other parties</li> <li>• Ability to form and maintain effective working relationships with colleagues and customers of the services provided</li> <li>• Ability to demonstrate skill, sensitivity, discretion, tact and diplomacy in working in a political environment</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to understand and interpret a wide range of complex legislation</li> <li>• Excellent IT skills to deliver the job accountabilities</li> <li>• Ability to work on own to tight deadlines with minimum supervision</li> <li>• Ability to organise and plan projects independently</li> <li>• Ability to work independently and effectively using own initiative.</li> <li>• Ability to challenge accepted norms, adapt to new situations and prioritise workload and resources effectively</li> <li>• Ability to work effectively as part of a team</li> <li>• Ability to manage relationships and create and maintain credibility with the key LGPS stakeholders as a source of impartial support</li> </ul>
<b>Other considerations</b>	<ul style="list-style-type: none"> <li>• As the job may involve attending meetings outside normal office hours and outside London a flexible attitude to working hours and working away from the office and/or home is essential</li> </ul>