



*Working
together
for the*
Isle of Man

Chief Executive

Public Sector Pensions Authority | Isle of Man Public Service

Candidate Information Pack



Thank you for your interest in our Chief Executive vacancy. This is a unique opportunity and we hope this Information Pack gives you an insight into what the role looks like, and whether it is the right role for you.

If you'd like any further information about the role after reading, please contact Ian Murray, the current Chief Executive on 01624 685960 or at Ian.Murray@pspa.im.

About the role

Reporting to the Board of the Public Sector Pensions Authority (and internally, via the Chief Executive/Operating Officer, IOM Government), the role is the position of Chief Executive of an Isle of Man Statutory Board of Government.

As Chief Executive, you will be accountable for providing leadership and direction for the Public Sector Pensions Authority and for the provision of specialist pensions advice to the Board and to the Council of Ministers on behalf of the Board and as required, to the Office of Human Resources, Departments, Statutory Boards and Offices in relation to the management, administration and future policy of public service pension arrangements, including:

- Six Public Sector Pension schemes for 12,000 active, 3700 deferred and 8000 (approximate) memberships;

- Aviva Group personal pension arrangement.

You will demonstrate a wide knowledge of pensions and related issues at a senior level in relation to UK Defined Benefit pension schemes in particular, and preferably in respect of Isle of Man and wider public service unfunded pension schemes and will be regarded as a technical specialist in the field of pensions within the Isle of Man Government.

A key element of this role will focus on the operational effectiveness of the day-to-day delivery of an effective and efficient pensions management and administration service for Government's current pension schemes. You will also be accountable for ensuring compliance with relevant statutory obligations. You will be a key contributor via the Board, in advising the Council of Ministers in respect of Government's strategic aims and policies for the future provision of public service pensions which are affordable and sustainable.

You will also be accountable to the Board for the development of appropriate strategies to facilitate the implementation of Government pension policies in compliance with the Public Sector Pensions Act 2011, other relevant pensions legislation and the requirements of corporate governance.

About the Public Sector Pensions Authority

The Public Sector Pensions Authority (PSPA) is an independent Statutory Board. The functions of the PSPA are set out in the Public Sector Pensions Act 2011. Its principal role is to manage and administer the pensions and injury benefits for a majority of Isle of Man public servants. The work of the PSPA is overseen by the PSPA Board.

Key Duties and Accountabilities

Leadership and Strategic Direction

The job holder, as the most senior officer of the Authority, will have a key role in providing strategic leadership and direction for the organisation, including objectives and targets, and in leading and managing their implementation. This will include:

- Leading development of and taking forward the Authority's strategy in the context of establishing pensions policy and priorities. A key element of this will include engendering effective partnership working with other government entities and relevant external bodies;
- as principal policy adviser, ensuring that sound and impartial advice is provided to the Chairman and members of the Board in relation to the functions and duties of the Authority and established strategy, policies and priorities as articulated in the Authority's service delivery plan;
- ensuring that all proposed initiatives, programmes and services are properly researched and analysed (utilising relevant professional and technical external support and advice where deemed necessary by the job holder) and related financial implications assessed, so that their impact can be understood and properly informed decisions made in the context of the statutory functions and duties of the Authority and the island's broader economic, financial and regulatory setting;
- supporting the Chairman and members of the Board in determining key priorities through the provision of well-researched and cogent recommendations consistent with strategic policy objectives of both the Authority and Government;
- leading the Authority's various service planning processes within the context of the Isle of Man Government corporate policy framework and in compliance with Government's corporate planning requirements;
- chairing the Authority's Senior Management Group, providing vision, leadership and direction to staff at all levels and engendering a cohesive sense of purpose across the organisation;
- developing and encouraging relationships, links and technical support partnerships with other institutions, organisations and bodies both on and off the Island in order to enhance the perception of the Island and to share ideas and best practice initiatives on pensions and related actuarial matters.
- From time to time the Board of the Authority will delegate certain of its functions to the Chief Executive in accordance with the provisions of paragraph 3 of Schedule 2 of the Statutory Boards Act 1987.

Policy, Strategy Development and Specialist Advice

The job holder, as the senior pensions specialist of the Authority, will play a leading role in advising Employers on the implications of proposed scheme changes having regard to Government's strategic aims and relevant policies.

A key feature will be to work with the Board to ensure a consistent approach to public service pension provisions which are affordable and sustainable having regard to matters such as employer liabilities and the broader impact on employment. This will include detailed analysis of changes and the consequential impact for schemes' construction, pensions management, administration and Governance arrangements.

The job holder will be a member of relevant officer working groups as approved by the Board and established from time to time to oversee public service pensions and will be accountable for the development of delivery strategies to give effect to any changes in policy determined by the Council of Ministers.

The job holder will also be required to undertake appropriate training, development and Continuous Professional Development (CPD) requirements in order to obtain and/or retain a UK recognised professional pensions qualification. It shall be a requirement of the post that the Chief Executive will have, or be working towards, a recognised professional pensions qualification in order to undertake the role unless the candidate can demonstrate considerable suitable pensions knowledge and experience at a senior level either internally within Isle of Man Government or externally within the wider pensions industry in the UK or other territories. Excellent pensions knowledge will in any event be a pre-requisite of the job.

The Chief Executive will perform such other duties appropriate to the role as required by the Board in relation to Isle of Man Government corporate matters.

Required Technical Expertise

The job holder (supported by appropriate staff of the Authority) will be required to represent the Authority in a wide range of work related settings and where appropriate, promote the services it provides. This will include contacts, formal and informal, with:

- staff at all levels across the Public Service, including the Public Services Commission and Treasury and key Government departments. Work in collaboration with other Executives, in working groups, conducting discussions and delivering presentations to carefully explain pension policy, ongoing funding strategy and the Boards plans in relation to all public service pension schemes;
- officials of recognised trade unions, as representatives of public service employment groups, as part of the consultation on changes proposed in relation to existing schemes or proposals for future scheme changes;
- Members of the Legislature (Tynwald) collectively, individually or as members of parliamentary committees to report on progress in relation to funding matters, schemes' developments and explain emerging approaches and options for future pension provision or necessary changes to the Public Sector Pensions Act 2011;
- senior officials in the Treasury, Cabinet Office, Financial Services Authority, to ensure compliance with disclosure and primary pensions legislation;
- specialist legal, actuarial and audit advisers, along with any other professional advisers which policy and strategy developments dictate;
- other organisations representing public sector pensions both on Island and in surrounding jurisdictions in order to share ideas, experiences and technical information for mutual benefit;

- supporting the Chairman and Members of the Board in their dealings on behalf of the Authority;
- promoting the work of the Authority, enhancing its reputation and that of the Island through contacts with the print and broadcast media and other relevant bodies from time to time as required (e.g. the local Chamber of Commerce).

People and Performance Management

The job holder will be accountable for the effective management of the day-to-day operations of the staff of the Authority working alongside the Deputy CEO and 3 Higher Executive Officers, and has formal responsibility for ensuring effective staff development through coaching and other approaches, performance management and appraisal in accordance with the requirements of the agreed Performance and Development Review Scheme utilised for the staff of the Authority.

In this regard, the job holder will also contribute to the regular review of their own learning and development needs and agree an action plan to meet such with the Chairman of the Authority and/or the Chief Executive/Operating Officer.

Accountability for the performance of the staff of the Authority also rests with the job holder who will agree with the Chairman a programme of work for the year, associated objectives and targets deliverable within available resources to maximize efficiency and the effectiveness of service delivery. This will include the setting and maintaining of performance standards, reporting thereon as required and ensuring compliance with the Isle of Man Government Corporate Governance Principles and Code of Conduct via identification, assessment and management of key risks by means of a Risk Register, Governance Schedule and compliance with annual Statement of Internal Control requirements.

The job holder will ensure personal and staff compliance with the requirements of health and safety legislation.

Resource Management

The job holder will be accountable under Isle of Man Government Financial regulations as “Accounting Officer” for the Authority. In particular, the job holder will be responsible for:

- working with the Finance Manager and Deputy CEO to lead the Authority’s financial planning and budgetary management systems in compliance with Government’s corporate financial planning and management requirements;
- ensuring that finances are properly managed, financial records are accurately kept and financial probity is maintained;
- managing the Authority’s budgetary allocation in terms of staff costs and in respect of any external contracts for administration, consultancy, legal, actuarial, audit or any related services or advice;
- ensuring the Authority produces and publishes a set of Scheme accounts each year which meet the requirements of the Accounts and Audit regulations;
- arranging for the preparation an independent audit of annual accounts for each of the schemes for which the Authority is responsible in accordance with sections 6.(1)(e) and 10.(1) and (2) of the Public Sector Pensions Act 2011.
- the procurement and appointment of the PSPA’s third party advisers, including its Scheme Actuary, External Auditors and administration software providers.

Corporate Contribution

The job holder, as Chief Executive of an Isle of Man Government entity, has a role in contributing to the development of the broader policy and strategic framework for Government. This will include:

- providing information and advice to, and where required, participating in relevant committees and officer level working groups;
- generating, reviewing and commenting on policy options and proposals across a wide range of matters including, for example, Public Service employment policies, standards and procedures;
- contributing to the implementation of IoM Government corporate policies, systems and procedures across the Authority including, for example, service planning,

performance management, carbon neutral policies and reporting requirements, principles of corporate governance, Civil Service, Financial and other regulations.

The Chief Executive will perform such other duties appropriate to the role as required by the Board or by the Chief Secretary in relation to Isle of Man Government corporate matters.



What do you need to be successful?

Attributes	Essential or Desirable	Method of Assessment
<p align="center">Qualifications</p> <p>Holds a professional qualification relevant to the pensions industry</p> <p>Evidence of continued professional development</p>	<p>Essential</p> <p>Essential</p>	<p>Application/CV</p> <p>Application/CV</p>
<p align="center">Experience</p> <p>Proven experience in a leadership role, with the ability to deliver across a number of operational projects.</p> <p>Extensive Defined Benefit Pensions industry experience, in either an administration, operational, compliance/governance, consultancy or actuarial role</p> <p>Experience of Public Sector Pensions Schemes</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Application/CV/Interview</p> <p>Application/CV/Interview</p> <p>Application/CV/Interview</p>
<p align="center">Knowledge and Skills</p> <p>A broad working knowledge of defined benefit pension scheme administration and the associated governance and compliance requirements</p> <p>A working knowledge of delivering pension scheme administration via an automated member self-service system</p> <p>Ability to work under pressure, manage/oversee individual and team workloads of varied complexity, to manage competing priorities and to deliver against deadlines</p> <p>Demonstrates highly effective interpersonal, verbal and written communication skills</p> <p>Proven analytical skills, with a meticulous attention to detail and the ability to interpret and pass on complex information</p> <p>Ability to lead and contribute to wider PSPA and IOM Government initiatives</p> <p>Strong people management skills, with the ability to lead, mentor and motivate the team to reach their own potential to fulfil the overall purpose of the PSPA</p>	<p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>



A special place to live and work

The Isle of Man occupies a central position in the Irish Sea and the British Isles - between England and Ireland. The Island is accessible by sea and by air, with over 200 weekly flights off Island.

The Island is blessed with an extensive coastline, stunning natural landscapes and unspoilt beaches and is a popular holiday destination. Measuring 33 miles long and 13 miles wide, with a population of over 80,000 people, the Island has a diverse landscape, including glens, forests and beaches.

The Isle of Man is a self-governing country, but has always had and continues to have very strong ties to the UK. The Island offers an excellent education and an NHS style free healthcare system.

The Island has a strong national Manx identity and culture that is community spirited and celebrated with cultural, food and drink and sporting festivals throughout the year including the world renowned TT races, the Isle of Man Food and Drink Festival and the Manx Telecom Parish Walk.

Those living in the Island benefit from an unbeatable quality of life and great lifestyle opportunities. The Island is one of the safest places to live in Europe and is the only Island Nation in the world to be awarded UNESCO Biosphere status, making it a truly unique location to live and work.

All the information you could need on the Isle of Man is available for you at www.locate.im.

