

## ROLE PROFILE

<b>Job family</b>	<b>Organisational Support</b>	<b>Role profile number</b>	<b>OS15-2365</b>	<b>Grade O</b>
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**Job purpose:** Provide authoritative and recommended advice on a specialist area for the council and / or partners to ensure proper compliance. Advice and support to teams/service/partners on a range of topics in order to further the achievement of the council's visions, goals and core values.

Grade O posts are higher in 'Decisions & Consequences' compared with grade N posts as these posts lead in advising and delivering specialist service areas, acting as a recognised lead professional and point of contact in the relevant field. These posts are also higher in 'Knowledge & Skills' requiring significant post qualification experience at a technical/professional level as they lead complex and diverse areas of work.

<b>Factor</b>	<b>Relevant Job Information</b>
Supervision and/or Management of People	No full management of a team but will be required to monitor the quality and quantity of the work of others. Will provide advice, guidance and support to colleagues to ensure whole team achievements are met. May be required to project manage a team or specialist staff across service areas and external partners.
Indicative qualifications	Master's Degree in relevant profession, or equivalent experience/skills. Licence / certificate / qualification required for the role. ITQ 2 or equivalent ICT skills and abilities demonstrating significant experience in related systems..
Knowledge and Skills	Substantial relevant experience as a professional expert in a large complex organisation within a related specialist field. Organisational expert in the area of specialism. Significant experience of leading complex and diverse areas of work involving a wide range of contacts which has a high impact on the organisation, community and partners. Expert knowledge of relevant policy, systems, work practices, professional guidelines, legislation and a good understanding of emerging developments in the area of specialism. Excellent ICT skills including use of Microsoft applications and specialist systems. Excellent understanding of emerging developments within the scope of the specialist area. Extensive knowledge of local government and wider sector / external influences. Authority and credibility to build relationships and engage successfully with colleagues, partners and customers. Excellent persuasion and negotiating skills, in order to motivate people and partnerships and influence outcomes critical to the organisation. Proven ability of managing significant budgets and resources. Substantial experience of defining and developing systems, policies, procedures and / or practices and contributing to strategy development. Extensive experience of managing change effectively in a variety of functional and business environments. Proven ability to apply high levels of initiative and strategic awareness to problem solving and decision making. Excellent time management skills to manage a complex workload prioritise and set deadlines. Excellent leadership skills to inspire and motivate people they will be in contact with as part of their delivery of their work.
Creativity and Innovation	Creative problem solving of issues, proactively anticipate problems and deliver solutions which enhance the quality and efficiency of services and the reputation of the council. Think and act strategically in problem solving and decision making in a complex political and business environment. A level of discretion is required in deciding what course of action to take and how to operate within the policy framework. Job holders will be required to contribute to long term strategies. Will be required to plan over a longer period (a year or more). Lead initiatives to design and deliver improvements and transformation. Manage projects, or contribute to larger organisation wide programmes.
Contacts and Relationships	Provide advice and guidance to senior managers and the leadership team on a broad range of complex issues which could be contentious and challenging in nature.

	<p>Ability to build strong relationships and engage successfully with colleagues /partners /customers / contractors and suppliers.</p> <p>Confident and expert at negotiation and advocacy, displaying tact and diplomacy to deal with complex situations. Ability to make difficult decisions to resolve issues and improve service delivery. Regular contacts will include: Senior managers, leadership team, councillors, external bodies and partners.</p> <p>Consult with service users / stakeholders / partners to understand issues and challenges and provide recommendations for solutions.</p> <p>Manage relationships with customers, partner organisations and / or suppliers – monitor inbound and outbound service levels: discuss operational issues with partners.</p> <p>Lead professional and point of contact to provide technical specialist solutions.</p> <p>Apply good judgement, sensitivity and diplomacy required in all dealings with others.</p> <p>Be a representative on behalf of the Service area / Council internally and / or externally.</p>
Decisions – Discretion & Consequences	<p>Make decisions on complex business or politically sensitive issues within the specialist area. Make, or influence, business decisions in line with the business plan based on professional expertise, experience and analysis and evaluation of information.</p> <p>Major responsibility for monitoring and evaluating important policy or service practice, making recommendations for change across the service and organisation.</p> <p>The consequences of the decisions will have a major impact across the organisation, community and partners.</p> <p>Authoritative lead in recommending the delivery of a specialist service area, shaping responses which feed into service plans / strategies and policies.</p> <p>Promote and deliver continuous improvements as required in the role. Identify additional service / council requirements or opportunities for innovation to establish new ways of working and recommend innovative solutions.</p> <p>Design, develop and implement solutions to improvement of core systems, business processes, project solutions, policies, procedures and associated governance frameworks.</p> <p>Deliver effective financial and resource management for the area of responsibility. Where appropriate, matrixes manage resources from across a range of service areas / partner or external organisations.</p> <p>Plan and deliver the services required in the area of responsibility, ensuring integration with the wider council plan and compliance with all internal and external standards. Manage or monitor contractual compliance as required.</p> <p>Monitor and report on service standards as required.</p>
Resources	Little or no responsibility for physical or financial resources.
Work Demands	Work subject to interruptions and deadlines, involving changing problems, circumstances or demand.
Work Environment	Office based, but may involve some travelling to other council buildings.
Our Identity	<p><a href="#">Our Identity</a> sets out who we are and provides a shared understanding of how we are all expected to lead, work and act with each other, our partners and our residents to deliver our services and build stronger communities. They enable us to continually evolve and adapt to meet the changing needs of our residents and ensure that we continue to deliver great services and make a difference to the people of Wiltshire.</p> <p>All of us are expected to demonstrate the ten elements of <a href="#">Our Identity</a> in how we work to shape and create the organisation we want to be part of. It should influence our decisions, activities, projects and ways of working</p>
Health & Safety	All employees are required to carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to their line manager.
Equalities	Wiltshire council is committed to ensuring employees do not discriminate against colleagues, suppliers or third parties at work or harass or victimise others. Incidents of discrimination at work are taken seriously and employees are encouraged to report incidents via their manager or anonymously via <a href="#">the whistleblowing policy</a> .
Authority to work in the UK	All employees must have the legal authority to work in the UK. Non-EU nationals must have the relevant approval to work in the UK from the UK Border Agency. Copies of all documents provided as proof of identity are retained for our records, by providing these proofs the council will treat this as consent.

The above profile is intended to describe the general nature and level of work performed by employees in this role and does not detail a list of all duties and responsibilities. The Council reserves the right to amend this role profile as necessary.

## ROLE DESCRIPTION

<b>Role description:</b>	Fund Governance Manager	
<b>Role profile family:</b>	Organisational Support	
<b>Role profile number and grade:</b>	OS15-2365	Grade O
<b>Number of posts:</b>	1	
<b>Service/Team:</b>	Pensions	
<b>Reports to:</b>	Head of Wiltshire Pension Fund	

### Job Family overview

#### Organisational support job family overview:

Delivery of services to support the Council and its partners in longer term; corporate compliance, contracting, planning, performance, policy and strategy.

- Focus on the business and service infrastructure of the Council and its partners to ensure effective management and proper compliance
- Advice and services rendered will generally be accepted as authoritative and recommended practice
- Specialist area and/or management knowledge
- Understanding area concepts and plans
- Defining implications of external influences and trends
- Shaping of Council responses including service plans/strategies & policies
- Definition & management of strategic planning processes
- Monitoring and reporting of performance

## Service / function Context

The overall responsibilities of the service/function are:

The purpose of the Fund is to meet all future pension liabilities of its scheme members, whilst at the same time seeking to minimise the contributions that need to be paid into the Fund by the employer bodies. The level of employer contributions is assessed every three years through an actuarial valuation of the Fund.

The Wiltshire Pension Fund administers pensions on behalf of over 170 different employer organisations, ranging from local authorities, FE colleges, academies, charities and third-party service providers. The Pension Team is responsible for the governance and administration of the Wiltshire Pension Fund. The LGPS benefits being administered amount to liabilities and assets currently valued at c£3bn

The correct administration is critical to ensure the Fund operates within various, complex regulatory requirements and avoids fines by the Pension Regulator along with the associated reputational risk.

The management of the Fund's assets and liabilities is attributable to its solvency and determines the level of contributions to be paid by employer's organisations, a significant cost for them (circa. £40m per annum for Wiltshire Council alone) and for many smaller employers this has a direct impact on their financial viability.

The Wiltshire Pension Fund ensures all pension benefits are paid correctly, on a timely basis and in line with the scheme regulations. It manages the relationships with the Fund's 170+ scheme employers, overseeing the admission and cessation of these organisations.

It monitors and reviews the investment strategy of the Fund and brings forward proposals for improvement as appropriate to ensure the assets and costs of the Wiltshire Pension Fund are accounted for and reported correctly and legally. Investment manager services are procured on behalf of the Fund via the Brunel Pension Partnership, of which the Fund participates together with 9 other LGPS Funds.

It procures actuarial services and other third-party providers which value more than £7m and to ensure the continual development and enhancement of the pension administration service by improving performance and appropriate development of IT.

## Job Purpose

The Fund Governance Manager is responsible for developing and implementing the Wiltshire Pension Funds regulatory framework and governance assurance system.

They will act as the key contact with stakeholders on governance matters, including the Pension Committee, Local Pension Board, Pension Services Management Team and other officers, the Pensions Regulator, Fund Managers, Actuary, scheme employers and other external professionals.

They will support the Head of Wiltshire Pension Fund in managing the Pension Fund Committee and Local Pension Board, including developing agendas, producing and presenting reports, ensuring appropriate objectives and strategies are in place, monitoring risk management and ensuring audit recommendations are addressed.

They will support the development, maintenance and reporting of all governance processes, ensuring that they are implemented and measured to confirm they are improving organisational effectiveness, efficiency and customer focussed outcomes which is regularly reported to the Pension Committee and Local Pension Board.

They will support Pension Fund procurement exercises where required, and will have overall responsibility for contract management, overseeing supplier performance and contract extensions and re-tendering as appropriate.

Specific requirements for this post:

- To be the main point of contact within the Pension Team on all matters relating to pension scheme governance, the Pensions Regulators Code of Practice 14 and all relevant statutory and non-statutory guidance impacting public sector schemes. Any material breach of this Code must be reported to the Pension Regulator, via the Local Pension Board who may impose fines on Wiltshire Council or civil prosecutions against individuals
- To be responsible for all Fund governance arrangements, leading the development and implementation of the Funds wide-ranging governance related objectives set out in its business plan, reviewing these regularly and ensuring appropriate procedures are in place to measure success of achievement.
- Leading on the extensive requirements set out in the General Data Protection Regulations (GDPR), working with the other members of the Management Team to ensure compliance is achieved and where any breaches are identified that these are recorded and reported within the statutory timescales.

- Ensure any changes to processes required as a result of a GDPR are agreed and implemented within agreed timescales.
- Maintaining the Fund's breaches log and reporting all breaches to the Pension's Regulator or Information Commissioner, as appropriate. Resolving any fines that may be levied against the Fund as a result of any such breaches and managing the reputational risk for the Committee.
- Reporting all breaches to the Pension Committee and Local Pension Board, setting out the agreed plans being put in place to resolve any such failings for the future.
- Developing and maintaining for the Head of Wiltshire Pension Fund all terms of reference, structure, roles/responsibilities, constitution etc. of the Fund's Pension Committee and Local Pension Board.
- Support the Head of Wiltshire Pension Fund in the management of the Fund's Pension Committee and Local Pension Board, including:
  - Producing committee agendas and supporting papers
  - Preparation and presentation of Committee and Pension Board papers
  - Liaison with Committee and Pension Board members and Committee Clerks
  - Ensuring the Committee and Pension Board members have the required knowledge and understanding to perform their respective roles
  - Overseeing the training for Committee and Pension Board members, whether provided internally or via external sources
  - Monitoring attendance at training and maintaining individual training plans
  - Regularly reviewing the effectiveness of the Committee and Pension Board.
- To ensure that from an audit perspective the Fund is operating correctly and provides the assurances to Committee of the management of all identified risks, working with the auditors to agree action plans, through their development, execution and reporting to Committee and Local Pension Board.
- Ensuring the Fund has all key strategy and policy documents in place (e.g., FSS, ISS, Communications policy, Administration Strategy, Discretions polies, etc.) for the Head of Pensions, Pension Committee and Local Pension Board in and that these are regularly reviewed and updated where required and performance in line with these policies is reported to Committee / Local Pension Board.
- Redrafting to ensure it meets current regulations and reviewing the Fund's Governance Policy/Compliance Statement and Scheme of Delegation, for the Head of Wiltshire Pension Fund to be approved by Committee.
- Ensure that the content of all key policy and strategy documents approved by the Committee is in line with the Funds' objectives as set out in its business plan and proposing revisions to be approved by Committee.

- Responsibility for the Fund's Risk Register, including:
  - Working with the Head of Wiltshire Pension Fund and other members of the Pension Fund Management Team ensuring it is regularly reviewed and kept up to date.
  - Participating as a key member of the Fund's Compliance, Risk and Operational Controls (CROC) working group to develop ways to identify and manage operational risks, and put in place controls to manage risks, tracking issues and actions (both internal and from other sources, e.g., audit)
  - Ensuring the Fund Committee and Pension Board are appropriately aware of key risks and the mitigations in place against them
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- Working with the Head of Wiltshire Pension Fund to maintain the Fund's rolling business plan, providing regular updates on progress to the wider pension team, Committee and Pension Board members.
- Direct the Employer Funding and Risk Manager in ensuring all scheme employers are aware of and meet their governance requirements in respect of the LGPS.
- Ensure the Fund meets all the requirements of the Pensions Regulator Code of Practice 14 and that such adherence is monitored on a regular basis through publication of key performance indicators for review by the Management Team, Corporate Leadership Team, Committee and Pension Board, along with participating in appropriate benchmarking clubs and delivery against action plans.
- Be responsible overall for ensuring the Fund meets the requirements of the General Data Protection Regulations, assisting the team to resolve any issues that might arise.
- Provide support and/or lead on procurement exercises where required, with overall responsibility for contract management, overseeing supplier performance and contract extensions and re-tendering as appropriate, working closely with team impacted by and responsible for the service to ensure the contracts are fit for purpose.
- To be an integral member of the Pension Fund Management Team, providing expert technical advice on governance related issues and to work with and advise the Projects Lead to ensure the effective governance oversight of all Pension Fund projects.
- To carry out any other reasonable duties within the overall function, commensurate with the grade and level of responsibility of the role.



## Person Specification

Specific qualifications, knowledge, and skills required for this role:

### Essential

- A degree and relevant professional qualification such as (IPPM, PMI, CII) or related discipline (or ability to demonstrate skills at the required level)
- Extensive knowledge of the LGPS Regulations
- Significant previous experience of providing governance services to a large defined benefit pension scheme, with reference to Committee management and national LGPS governance standards
- Ability to demonstrate good governance and best practice in a pensions environment through compliance with industry standards and evidence of system and process improvements.
- 5 years' experience of working in administering a large defined benefit pension scheme
- Excellent knowledge of defined benefit pension scheme management and the major factors and issues involved in pension service delivery such as the administrative, operational and financial elements.
- Significant knowledge and experience of business planning
- Extensive knowledge and experience of procurement and compliance standards
- Excellent knowledge and experience of developing and delivery training programs to a diverse audience.
- Significant experience of working in a complex environment with conflicting priorities and financial issues
- An excellent record of delivering tangible results in a complex environment
- Previous supervisory experience
- An appreciation of the role of local authorities in providing public services
- Excellent numerical skills
- Excellent communication skills, written and oral
- Motivates colleagues to work together effectively and support change.
- Excellent inter-personal skills
- Excellent organizational skills
- Able to demonstrate an innovative and pro-active approach to work
- Able to work quickly and accurately in a pressurised environment
- Able to motivate others
- Familiar with Microsoft Office products, including Outlook, Word, and PowerPoint
- Ability to work under pressure to tight deadlines and manage competing priorities
- Evidence of negotiation and influencing skills
- Articulate, diplomatic and tactful approach matched with a suitable level of assertiveness
- Analytical approach to problem solving
- High level of commitment, enthusiasm and self-motivation
- Self-reliant and self-motivated, with drive and enthusiasm for change and challenge
- A natural team player who will complement the existing team



**Desirable**

- Preferably experience with the Local Government Pension Scheme (LGPS) and Fire Fighters Scheme
- Preferably experience with Altair LGPS System
- Working knowledge of Local Government Pension Scheme regulations
- Proven business presentation skills

**Career graded posts**

This post does not form part of a career grade.

## Supporting information

Driving classification	
<b>Occasional driver</b> A valid UK driving licence is not required. Occasionally may need to travel to different locations in order to undertake the duties of the role.	<input checked="" type="checkbox"/>
<b>Regular Driver</b> Must hold a valid UK driving licence and have access to either their own car or a pool car in order to undertake the duties of the role, unless other forms of transport are available and viable to perform the role, including public transport, or unless a reasonable adjustment has been agreed.	<input type="checkbox"/>
<b>Required Driver</b> Must hold a valid UK driving licence and will drive a vehicle supplied by the Council in order to undertake the duties of the role.	<input type="checkbox"/>
Employees should refer to the Corporate Driving at Work policy for further information.	

Driving trigger points			
The trigger points set out below, regarding driving licence points and at-fault accidents, apply to all staff who drive on council business.			
Trigger Points	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action	
Points on driving licence	6	9	
Trigger Points	Discussion and advice on expected driving standards	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action
At fault accidents within a two-year period (whether work or personal)	1	2	3
Job applicants who drive must have 9 or less points on their driving licence, and must have less than 4 at fault accidents within a two-year period. If they meet the trigger points, they will be subject to the actions outlined in the table above.			
If holding a valid licence, occasional drivers will need to declare penalty points and no-fault accidents as requested. Depending on the role, decisions as to whether this might either affect appointment or require corrective driver training, will be made case by case.			

Political restriction	
This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election as a member of parliament, as a member of the Scottish or Welsh Parliaments, as a local councillor. The job holder is furthermore not permitted to canvass on behalf of a political party or a person who is already, or who seeks to be, a	<input type="checkbox"/>

candidate. In addition, they may not speak to the public or publish any written or artistic work that could give the impression they are advocating support for a political party	
This role is not politically restricted	<input checked="" type="checkbox"/>

Professional fees and related occupational costs	
As part of this role, or to support professional development, the job holder is required to be a member of a professional body or association. The job holder is responsible for payment of all professional fees, memberships, registrations or subscriptions and no reimbursement or contribution towards these will be provided by the council	<input checked="" type="checkbox"/>
This role does not have any professional or occupational membership requirements	<input type="checkbox"/>

Clearances – Disclosure & Barring Service (DBS)	
This role will be engaged in 'regulated activity' providing specific services relating to children or vulnerable adults and is subject to a Disclosure from the Disclosure and Barring Service.	<input type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require an Enhanced DBS check before appointment can be confirmed.	<input type="checkbox"/>
This role is not subject to a Disclosure from the Disclosure and Barring Service in order to undertake the duties of the role.	<input checked="" type="checkbox"/>

## Clearances – Baseline Personnel Security Standard (BPSS)

This role requires access to the GCSX network and is subject to a BPSS check

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This role is not subject to a BPSS check

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## Clearances – Non-Police Personnel Vetting (NPPV)

This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at **level 2\***. (\*regular access to police premises and police information, intelligence and financial or operational assets. Occasional access to those deemed 'secret').

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This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at **level 3\*** (\*regular unsupervised access to police premises and/or access to police information and/or information systems and/or hard copy material either on police premises or by remote access up to "secret" level. A level 3 includes a check on you, your spouse/partner, co-residents, and all family members).

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This role is not subject to a NPPV check

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## Safeguarding

For all roles within Children's Services. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council's agreed child protection/vulnerable adults protection procedures will be followed.

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For all roles within Adult Social Services. Wiltshire Council is committed to safeguarding and promoting the welfare of vulnerable adults and all staff working for the council are expected to share a commitment to this. You will be expected to report any concerns relating to the possible abuse of a vulnerable adult in accordance with the agreed interagency safeguarding adults' procedures. If your own conduct in relation to the safeguarding of vulnerable adults gives cause for concern, the council's agreed interagency safeguarding adults' procedures will be followed, alongside implementation of the council's disciplinary procedure. The job holder is accountable for their safeguarding of vulnerable adult responsibilities to their line manager.

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For all other roles within the council. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council's agreed child protection/vulnerable adults protection procedures will be followed.

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