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| DCC Logo 09 Outl B&WRole Profile  Section 1 | | | |
| **Job Title** | Pensions Manager | **Service** | Resources |
| **Grade** | HPO 10 | **Service Area** | Corporate Finance & Commercial Services |
| **Reporting to:** | Head of Corporate Finance and Commercial Services | | |
| **Purpose of the job:**  The post holder is responsible for providing strategic leadership, and will set the priorities, policy and direction of the team (Pensions) aligned to Corporate and Service priorities. They will contribute to the wider service area management team and will lead by example in terms of embedding the vision, values and behaviours of the council.  They will assume a corporate remit as appropriate and will engage with other service areas to achieve better outcomes for the council. | | | |
| **Key Result Area – Corporate**   * To drive organisational change and the transformational agenda by championing the organisational benefits and seeking to embed the application of the council’s core values of People Focused, Outcome Focused and Innovation and Empowerment which are built around a ‘One Council’ ethos; * To strengthen and develop the culture of the council and promote the implementation of a ‘One Council’ approach. To support and seek out collaborative opportunities across the service, within the wider council and with appropriate partners.   **Key Result Area – Leadership**   * To provide clear and visible leadership in a positive working environment; * Contribute to the overall plan for the service, taking the lead role and advising on specialist areas of responsibility; * Manage corporate and service projects and initiatives of varying complexity ensuring that the standard project management methodology is properly utilised. Provide opportunities for employees by encouraging cross-service and matrix working.   **Key Result Area – Service Delivery**   * Ensure service delivery is maintained in line with the corporate service design principles and establish the most effective level of service delivery attainable within the resources available; * Develop and embed demand-side customer driven service design (‘outside-in’) * Establish effective workforce planning arrangements which support medium to long term service delivery and take into account not only the human resource factors, but ties this in to overall strategic plans, financial and budget considerations, environmental issues and legislative requirements/regulations and governance; * Contribute as appropriate in the identification of commercial opportunities that can modernise service provision, improve service delivery and deliver MTFP savings options.   **Key Result Area – Generic Management**   * Manage employees, relevant budgets and team/individual performance in accordance with council procedures and objectives | | | |
| * Use workforce planning data to inform the appropriate interventions for employee development and encourage progressions, as appropriate; * Establish effective lines of communication and build working relationships with the team based around trust and empowerment; * Effectively engage with the team/individual employees to make decisions within the remit of their work, to challenge appropriately and to think ‘outside the box’ in terms of improving service delivery; * Lead by example in relation to continuous professional development; * Actively encourage and lead by example in terms of smarter working initiatives and promote the use of technology to maximise productivity and service delivery; * Ensure, as far as reasonably practicable, the health, safety and well-being of yourself and others within the workplace, including building levels of resilience and instigating interventions as appropriate; * Ensure principles of equality and diversity are embraced and underpin all work for employees and service users.   **Key Result Area – Job Specific**   * Lead on the development and delivery of investment strategy for the Pension Fund, including working with advisers, the Corporate Director of Resources and the Pension Fund Committee to review and update the asset allocation strategy. * Represent the service on working groups, including the provision of strategic advice at the Human Resources Committee and professional associations, including developing and maintaining relationships with outside agencies and organisations as appropriate; * Lead on the development and management of all system developments and strategies for Pensions systems to ensure all processes are completed within a timely manner and a corporate package of workforce information for services is available; * Lead on the production and maintenance of management information in relation to Pensions; * Liaise with external providers regarding any Pension systems and all associated work; * Lead on providing strategic advice, information and support on the Local Government Pension Scheme to all c.120 Pension Fund employers based across County Durham and beyond, and to prospective Pension Fund employers. * Lead on the delivery of a quality training programme in respect of Pensions, providing support and advice for end users; * Responsible for leading the team that administers the Local Government Pension Scheme, Fire Schemes, Teachers Premature/Early Retirement Scheme and the council’s Gratuity Schemes; * Responsible for liaison with Pension Fund investment managers and advisors and the reporting requirements of the Pension Fund Committee, Local Pension Board and Human Resources Committee; * Ensuring a smooth and cost-effective transfer of the Pension Fund’s assets from the existing fund managers to the Border to Coast Pensions Partnership (BCPP). Influencing the development and delivery of investment management services by BCPP through the Council’s role as 1/12th shareholder. * Publish and maintain a Funding Strategy Statements and Investment Strategy Statement for the pension fund and ensure that they comply with regulations and best practice;   The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility of the post, as directed by the Head of Service. | | | |

Section 2

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|  | **Corporate** | **Service** | **Method of Assessment** |
| **Qualification** | * Relevant management qualification | * Payroll management qualification OR CCAB Accountancy qualification OR recognised Pension qualification OR a degree or equivalent in a relevant subject and membership of an appropriate professional body; * *An appropriate management, professional or post graduate qualification.* | * Application form * Selection process * Pre-employment checks |
| **Experience** | * Experience of implementing and managing change and business transformation, proactively pursuing continuous improvement; * Experience of successful strategic management and the formulation and delivery of strategic objectives, plans and policies; * Proven ability to manage a significant budget and meet financial efficiencies; * Working with Members and Senior Officers, advising on specialist areas of responsibility; * Strategic level planning and people management, including motivation, engagement, empowerment, performance management and development; * Experience of managing complex projects and matrix management; * Experience of implementing and delivering partnership working with both internal and external partners. | * Extensive experience at a senior level in payroll, pensions, finance or related business administration; * Delivery of financial advice and guidance at a senior level; * *Public sector HR/Payroll experience;* * *Experience of working in a management role in a Local Authority.* | * Application form * Selection process * Pre-employment checks |
| **Skills and Knowledge** | * Project management, business transformation and change management skills; * Ability to think analytically, strategically and creatively and to influence and manage change across management and professional boundaries; * Understand and promote the application of digital technology to support and enhance service delivery; * The ability to identify and exploit commercial opportunities for the benefit of the community and the council; * Understand and apply the ‘One Council’ ethos and the values which underpin it; * The ability to delegate effectively; * Understand the strengths, motivations, aspirations and areas for development within the team and use this information to build resilience, manage talent and form positive working relationships built on trust which will empower, challenge and develop the team; * Understand what constitutes good workforce planning and establish effective workforce planning arrangements which support medium to long term service delivery; * Understand and apply the service design principles to ensure the most effective level of service delivery is maintained within the resources available; * Problem solving and budget setting skills; * Understanding of LEAN methodology; * Political and cultural awareness and an understanding of the political context and environment of Local Government; * Strong communication and presentation skills; * Knowledge and understanding of Local Government statutory requirements. | * Knowledge of Local Government Pension Scheme | * Application form * Selection process * Pre-employment checks |
| **Personal Qualities** | * Professional in approach; * Strategic thinker; * Personal commitment; * Flexible approach to work; * Well organised and self-motivated; * Resilient with strong self-awareness. |  | * Application form * Selection process * Pre-employment checks |