

Job Description

For Unqualified Financial Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Pensions Service Policy and Governance Lead	JEID	FU006
Salary Grade:	Grade P		
Team:	Pensions and Investments		
Service Area:	Finance		
Primary Location:	Warwick		
Political Restriction	This position is politically restricted.		
Responsible to:	Pensions and Investments Manager		
Responsible for:	n/a		

Role Purpose

To ensure that the statutory, regulatory, and organisational requirements for the effective governance and administration of the pensions service are identified and articulated such that the Section 151 officer and governing boards and committees can fulfil their roles effectively, and such that the administration delivery team is appropriately commissioned to deliver services which meet the necessary standards

Role Responsibilities

To be the Pension Services' subject matter expert in respect of administration, policy, and governance, providing expert advice to senior managers, elected members, and board members.

To maintain, develop and seek appropriate approval of the plans and policy documents required by the Pensions Service in order to meet its statutory and regulatory responsibilities.

To ensure that the Pensions Service, committees and boards are meeting their statutory and regulatory responsibilities.

To maintain strong external links with professional peers and relevant organisations in the field, keeping up to date with new developments and ensuring that the Pensions Service is developing plans to meet them.

To assist all aspects of the commissioning of the pensions administration service, including service planning, resourcing and the assessment of activity and performance.

To ensure appropriate monitoring arrangements in respect of administration service activity and performance including arrangements to respond and take action.

To liaise with and as required, procure fund advisers and external experts to ensure the Pensions Service is properly advised on governance and administration.

To provide and present reports and briefings to pension boards and committees.

To identify areas of improvement and develop plans to address them, commissioning changes in practice and change management activity as appropriate.

Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

Generic Role Details

Job Role:	Finance Professional - Level 6
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Main Tasks

- Manage a Specialist Unit (reporting directly to a Third or Fourth Tier Officer).
- Produce a Business Plan and be responsible for the delivery of its activities.
- Provide strategic (financial) advice to senior managers and elected members.
- Be responsible for final accounts closure for the service area.
- Be responsible for financial and statistical returns.
- Prepare reports to Committee and Senior Managers.
- Undertake reviews and identify improvements to existing procedures and /or systems.
- Undertake the monitoring of the specialist area activity at directorate/corporate level.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Substantial post professional experience including experience of managing a significant area of service within a Finance environment	A, I
The ability to demonstrate a high degree of complex problem solving skills	A, I
The ability to communicate complicated and contentious information with varied audiences in person and/or writing	A, I
The ability to work within a broad policy framework using managerial discretion over a very broad area of activity	A, I
The ability to work under a very high degree of pressure including meeting	

unpredictable deadlines and dealing with conflicting demands	
Substantial experience of managing others within a Finance environment	
Experience of developing significant policies/ practices which impact across a broad area of the organisation	
The ability to pull together plans/develop solutions through the introduction of new/original thinking	A/I
The ability to persuade others to adopt a course of action which is not necessarily their preferred approach	A/I/P

Desirable Criteria

Assessed By:

A relevant qualification in pension fund administration, or qualified by experience.	A
Substantial experience of defined benefit pension scheme administration	A, I
Experience of managing third party relationships	A, I
Experience of Firefighters' Pension Scheme	A

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/	<input type="checkbox"/> Restricted postural change – prolonged sitting

repetitive basis		
<input type="checkbox"/> Lone working on a regular basis		<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work		<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work		<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road		<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)		<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks		<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)		<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)		<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks		<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling		<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids		<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):		