# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Head of Pensions

# Department: Business Services

# Grade: [Local Managerial Grade 6](https://www.eastsussex.gov.uk/jobs/working-here/pay/local-managerial-grades)

# Responsible to: Chief Finance Officer

# Purpose of the Role:

As an award-winning Local Government Pension Scheme (LGPS) boasting approximately £5 billion in investment assets, 140 employers, over 84,000 scheme members and a funding position of 123%, the East Sussex Pension Fund represents a significant financial entity.

The Head of Pensions role is responsible for leading the team that supports the delivery of the strategic objectives of the East Sussex Pension Fund (the Fund). Provide professional financial, pensions and investment information and advice to enable Pension Committee decision making.

The role is accountable to the Pension Committee (Section 101) and the Pension Board. It is responsible for strong stewardship and governance of the East Sussex Pension Fund. It is responsible for all aspects of the financial and investment management of the fund (including asset pooling strategy and participation in the ACCESS pool). It is also focussed on delivering excellent customer service to employers, participant and beneficiaries via the effective and efficient administration of the pension scheme.

This role leads a management team of finance and pensions professionals and has overall responsibility for a team of c45 (full time equivalent) employees.

The role will have a close eye on the external, economic, political and legislative environments, to:

* engage effectively within the wider Local Government Pension Scheme (LGPS) arena and, where required, contribute to HM Government thinking and policy development.
* take advantage of opportunities and mitigate threats to safeguard the Fund’s financial sustainability and performance.

# Key tasks:

1. Lead the team to provide a high level service for all aspects of the Fund, taking account of the needs of the different stakeholders including employers, participants and beneficiaries.
2. Lead and oversee the Fund’s investment arrangements, strategies, beliefs and policies, including managing the contracts and overseeing work undertaken on behalf of the Fund by the custodian and investment managers, pool operator and other professional advisers.
3. Ensure the Fund’s accounts are produced in accordance with regulatory standards and agreed policies, and that effective systems for the administration and control of the Fund are maintained.
4. Direct the support provided to the Pension Committee and Pension Board, including advice to the Chairs of Pension Committee and Pension Board, to discharge their responsibilities.
5. Monitor the Fund’s developing needs arising from changes in the external environment (economic, political, legislative and social), writing reports to Pension Committee and Pension Board identifying appropriate actions to be taken.
6. Co-ordinate the Risk Register and responses to risks identified, including maintaining the Breaches Log and where appropriate reporting in line with Breaches Policy to the Pension Regulator (tPR).
7. Direct, and have oversight, of the periodic valuation of the Fund, including working with the Fund’s actuary, communicating and supporting employer organisations and ensuring timetable is delivered to.
8. Working with advisors, develop the Fund’s Investment Strategy Statement and Funding Strategy Statement to deliver the Fund’s wider strategic objectives.
9. Lead the development of the Pension Fund’s corporate governance and stewardship policies, including Responsible Investment and Environmental, Social and Governance factors.
10. Build effective ongoing dialogue and relationships with the investment fund managers and other professional bodies, including the ACCESS pool operator.
11. Ensure continual development and application of the Pension Fund Communication and Engagement Strategy, ensuring timely, effective and appropriate engagement with all stakeholders.
12. Oversee the effective and efficient administration of the scheme, ensuring compliance with all relevant LGPS and Pensions regulations, the Regulators Code of Practice 14, MHCLG and Scheme Advisory Board guidance and best practice.
13. Ensure the Fund’s compliance with LGPS, associated regulations and best practice. Where necessary, develop and implement compliant arrangements and report matters to the appropriate authority.
14. Be an active member of the Finance Management Team, supporting wider development of the Finance Service.
15. Co-ordinate the development of staff and their effectiveness through training and regular supervision.

Recognising that ESCC is a large organisation with a number of over-arching priorities extending to all areas of our work, you should be aware of these Council priorities and align strategic decisions with them, proactively seeking appropriate opportunities in your work/service area, and that of others, to contribute, in consultation with your line manager; in particular, but not limited to:

* Net zero emissions targets – reduce the environmental impact of your work, and that of the services you are responsible for.
* Equality, Diversity and Inclusion – proactively contributing to an inclusive and supportive working environment.
* Making the best of our resources - always being aware of what you can do to maximise the use of public monies in the services we both commission and provide, and proactively identifying areas to improve value for money wherever possible.

# PERSON SPECIFICATION

# Essential education and qualifications

1. CCAB, including CIMA, qualified or relevant pensions qualification.

# Essential key skills, abilities, knowledge, experience, values and behaviours

1. Ability to analyse, understand and interpret financial information and demonstrate sound financial judgement on pensions related issues.
2. Communication skills, with the ability to produce clear and concise reports
3. Ability to use technology as part of the role including Microsoft 365 including Outlook, Excel, Word, PowerPoint, Microsoft Teams, devices: laptops, corporate iPhones and surface hubs).
4. Ability to lead, motivate and develop staff.
5. Ability to develop practical and creative solutions to manage emerging issues.
6. Ability to analyse, interpret and clearly present complex data in line with Data Protection regulations.
7. Knowledge of Local Government Pension Schemes (LGPS), including practice, policies, regulations, legislation and case law.
8. Knowledge of Investments: data analysis, advice to enable investment decisions to be taken.
9. Significant pensions, actuarial and investment management experience at a senior level within a large and/or complex organisation.
10. Experience of working within a political environment, including regular contact with elected Members/Councillors, Chief Officers and Senior Finance Staff.
11. Experience of working within a large public sector organisation.
12. Ability to manage constant and conflicting demands, often to meet tight deadlines.
13. Able to work flexibly and supportively as part of a team.
14. A commitment to equal opportunities and anti-discriminatory practice.
15. Ability to work constructively with colleagues, both internal and external.

# Desirable key skills, abilities, knowledge, experience, values and behaviours

1. Masters’ degree in Investment or Finance.
2. Certificate of Investment Management.
3. Experience of implementing and managing transformational service changes, to improve business performance and practice.
4. Experience of developing and implementing effective performance measures.

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | No |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |