# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Deputy Head of Pensions

# Department: Business Services

# Grade: [Local Managerial Grade](https://www.eastsussex.gov.uk/jobs/working-here/pay/local-managerial-grades) 5

# Responsible to: Head of East Sussex Pension Fund

# Responsible for: Governance, Compliance and Employer Engagement functions

# Purpose of the Role:

The Deputy Head of Pensions plays a crucial role in supporting the Head of Pension Fund in managing and administering the East Sussex Pension Fund (ESPF, the Fund). As an award-winning Local Government Pension Scheme (LGPS) boasting approximately £4.5 billion in investment assets, 140 employers, over 84,000 scheme members and a funding position of 123%, ESPF represents a significant financial entity.

This role requires a combination of strategic thinking, technical expertise in pension regulations and administration and strong leadership capabilities to oversee a team dedicated to delivering top-tier pension services.

The post holder will be required to stay abreast of changes in pension legislation and regulations, ensuring that the Fund remains compliant with all legal requirements. You will be working within a dynamic, diverse team of specialists dedicated to Local Authority Pensions.

The Deputy Head of Pensions will report directly to the Head of Pension Fund and will be required to deputise in their absence. They will also collaborate closely with other members of the pension team, working closely with the Pension Managers, the Fund Actuary, the Pension Board and Pension Committee, auditors and other service providers, as well as cross-functional teams within ESCC to ensure a complete and robust service provision to employers and their scheme members.

# Key tasks:

1. Support and deputise for the Head of Pension Fund, as required.
2. Responsibility for managing people and service delivery within Council policies and guidelines, leading the Compliance and Employer Engagement functions.
3. Coordinate service and external partners to engage with long term vision and purpose of the Council.
4. Challenge ways of working to encourage innovation in the use of digital solutions for service provision.
5. Engage with politicians, government departments and stakeholders to establish outcomes as determined by the Pension Committee and in compliance with Fund policy.
6. Manage the complaints process and be the lead for Internal Disputes Resolution Procedures (IDPR) and liaison with the Ombudsman.
7. Manage the liaison with the Pension Regulator (tPR); together with the assessment and communication to relevant individuals or teams of guidance/regulations issued by tPR.
8. Manage the development of long-term pension strategies, including funding arrangements, investment strategies and risk mitigation measures. Co-ordinate, produce and monitor the ESPF Business Plan and Risk Register, in alignment with the Funds overarching objectives.
9. Manage and have oversight of the assessed requirement for training and induction of the Pension Committee, Pension Board, Officers and Employers.
10. Proactively monitor changes in regulatory frameworks and implement necessary adjustments through the Fund to maintain compliance.
11. Contract management and lead liaison for legal and actuarial contracts and monitor and support on all Fund procurement activity. Project managing the Triennial Valuation.
12. Oversee the establishment of new scheme employers, managing the admission and cessation processes and documentation; ensuring all obligations of employers are clearly defined and employers are supported in setting up systems and processes to comply with regulatory requirements.

# PERSON SPECIFICATION

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

1. Ability to inspire and influence staff and delivery partners to engage fully with the long-term vision and purpose of the Pension Fund, and present complex information in an engaging way.
2. Ability to demonstrate transparency and a high level of skill in managing financial and pension related processes.
3. Ability to drive customer service outcomes at a strategic level and work across partner organisations to ensure the delivery of professional excellence to scheme members and scheme employers.
4. Ability to balance the political and national pressures that shape decision making, understanding the impact of these on regulation and direction relating to the LGPS and how the Fund is perceived in the wider Council constituency.
5. Embodies a high standard of personal and professional behaviour and creates a culture that reinforces personal and professional standards.
6. Demonstrates and role models empathetic leadership using appropriate techniques and strategies
7. Demonstrates consistently high ability to adapt and thrive, when working under pressure, and displays confidence in dealing with ambiguity, complexity, and change.
8. Able to demonstrate in depth knowledge of the Local Government Pension Schemes (LGPS) or other Defined Benefit scheme; including practice, policies, regulations, legislation and case law.
9. Proven pensions, actuarial, pensions governance advisory or investment management experience at a management level within a large and/or complex organisation.

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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 |