

## JOB SUMMARY

<b>Post Title</b>	Senior Governance Compliance Officer (50066741)						
<b>Job Family</b>	<i>Business Support</i>	<b>Pay Range</b>	11	<b>Line Manager to others?</b>	No	<b>Role profile ref</b>	BS11
<b>Service Area</b>	Technical Finance (Pension Fund)						
<b>Line Manager</b>	Pension Fund Manager						
<b>Location</b>	Agile: working from home and County Hall, Newport, Isle of Wight						

### Job Purpose

The Senior Governance Compliance Officer reports to the Pension Fund Manager and assists with monitoring the governance arrangements for the fund. This includes being responsible for the Isle of Wight Council Pension Fund's governance assurance system to ensure that it complies with its statutory responsibilities for the Local Government Pension Scheme (LGPS).

This role will support the Pension Fund Manager in managing the Pension Fund Committee and Local Pension Board, including developing agendas, producing and presenting reports, developing and managing the Fund's training plan, ensuring appropriate strategies are in place, and monitoring risk management.

The role will support the development, maintenance and reporting of all governance processes and training programmes ensuring that they are implemented and measured to maintain high levels of effectiveness and efficiency.

### Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

1. Support the Pension Fund Manager to ensure that the council complies with its statutory responsibilities as an administering authority for the Local Government Pension Scheme (LGPS).
2. To maintain the fund's policies and administering authority discretions, securing approval for any changes through the Pension Fund Committee. Review arrangements for the exercise of discretionary functions, supported by Fund advisors, where required.
3. To prepare reports to the Pension Fund Committee and Local Pension Board on governance and employer risk matters, including updates to scheme Regulations as it pertains to areas of Fund Governance.
4. To oversee the development and delivery of a training programme to ensure Committee and Board members obtain and maintain the key knowledge required to fulfil their responsibilities, supported by Fund advisors, where required.
5. Ensure that relevant information is provided to all employers in the Fund such as schools, colleges, academies and admitted bodies, and employers seeking admission to the Fund, so that they are aware of their obligations to the Fund.
6. To manage and monitor the operational governance arrangements of scheme employers in the Isle of Wight Council Pension Fund, including overseeing the drawing up of admission agreements, monitoring of employer membership profiles, undertaking risk assessments and maintenance of the Fund's termination policy with regards to all employers in the Fund.
7. To support the Pension Fund Manager with the completion of triennial valuations for the Fund, including liaising with key partners such as the Fund's Actuary and Pension Administrator to ensure this process is timely, accurate, and in compliance with relevant Fund policies. This position will also lead on the interim processing of valuations and cessations for employers entering/exiting the Fund, monitoring the effectiveness of relevant policies, and proposing amendments where appropriate. Liaise with the Fund's actuary as required with regard to actuarial valuations and other matters.
8. To provide information, as required, for the Pension Fund accounts and for statistical or government returns.

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<b>Knowledge, Skills and Experience</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b>	<b>Essential</b>	<b>Desirable</b>
Substantial relevant experience of working in the service area / profession, with evidence of appropriate specialist knowledge of relevant systems, policies, regulations, professional guidelines and legislation.	<p><i>Previous employment in a governance role or other management position within a public sector pension scheme, or a private sector pension fund.</i></p> <p><i>Employment in a governance role in another public or private sector organisation, demonstrating experience in interpretation of legislation and development of policy.</i></p>	<b>E</b>	
Authoritative knowledge of the specialist work practices, systems, policies, procedures and professional guidelines relevant to the work area.	<i>Including LGPS regulations, associated legislation and guidance, the Pensions Regulator's Code of Practice, CIPFA Knowledge and Skills Framework.</i>		<b>D</b>
Relevant experience within a large organisation, delivering similar services, with evidence of specialist knowledge and work responsibilities appropriate to the role.	<p><i>Previous employment in a governance role or other management position within a public sector pension scheme, or a private sector pension fund.</i></p> <p><i>Employment in a governance role in another public or private sector organisation, demonstrating experience in interpretation of legislation and development of policy.</i></p>	<b>E</b>	
Proven ability to undertake and apply research to inform practice.	<i>Able to demonstrate ability to review LGPS Regulations, associated legislation and guidance ensuring appropriate arrangements are in place and any required changes to Fund policies, procedures and practices are identified and implemented.</i>		<b>D</b>
Excellent communication and interpersonal skills with the ability to engage effectively with a range of audiences and explain specialist information in a way which a non-specialist can understand. Proven ability to build relationships and engage successfully with the stakeholder community.	<p><i>Highly effective and professional communication skills, and ability to act as the key contact with stakeholders on risk and governance matters, including the Director of Finance, other officers, Pension Fund Committee, Local Pension Board, scheme employers, Actuary and other advisers, the Pensions Regulator, etc.</i></p> <p><i>Monitor and manage effective training programmes to ensure policy compliance and effective decision making.</i></p> <p><i>Demonstrable ability to provide oversight of the training programme, ensuring that members of the relevant bodies obtain and maintain the key knowledge required to fulfil their responsibilities.</i></p>	<b>E</b>	
Good record keeping, report writing and presentational skills.	<i>Able to prepare accurate and effective reports to the Pension Fund Committee and Local Pension Board on governance and employer risk matters, including updates to scheme Regulations.</i>	<b>E</b>	
Good planning and organisational skills, with proven ability to prioritise and co-ordinate workloads, monitor and evaluate work, to ensure standards, outcomes and deadlines are achieved.	<i>Highly effective planning and organisation skills. Able to support the development of Pension Fund Committee and Local Pension Board work programmes, including agendas and development sessions.</i>	<b>E</b>	

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Proven initiative and judgement to identify and resolve problems.	<i>Able to plan and coordinate the review and adoption of policies through officer, board and committee approval. Demonstrably effective prioritisation skills, with proven ability to adapt work plans for ad hoc priorities, including supporting the Pension Fund Manager with consultation responses, changes in regulations etc.</i>		
Excellent ICT skills - including use of Microsoft applications and specialist systems which support procedures and record keeping.	<i>Skilled in the use of MS Office Applications and able to ensure:</i>  - <i>The creation and consolidation of spreadsheets for data collection and submission.</i>  - <i>The preparation of reports for committee and board.</i>  - <i>The development and delivery of presentations for review by the Pension Fund Manager.</i>  - <i>The maintenance of the risk register.</i>	<b>E</b>	
Managers possess experience or training sufficient to ensure financial processing and / or budget monitoring is completed accurately.	<i>Not applicable</i>		
Knowledge and experience of contributing to the development of policies, procedures and practices.	<i>Able to support the ongoing development, maintenance and reporting of all governance processes, and training programmes ensuring that they are implemented and measured to maintain high levels of Fund effectiveness and efficiency.</i>	<b>E</b>	
Proven initiative and judgement to research, identify and resolve problems.		<b>E</b>	
Proven ability to cope with conflicting and changing demands through good time management and the ability to work under pressure.	<i>Able to demonstrate sufficient skills / experience to ensure:</i>  - <i>The publication deadlines for committee and board papers.</i>  - <i>Effective coordination with other fund teams for collection of information for reports.</i>	<b>E</b>	
<b>Manager only</b> Proven ability to manage staff, to monitor their performance and if necessary, take corrective action.	<i>Not applicable</i>		
Experience of managing projects, which impact the area of specialism.	<i>Previous experience of project or programme management to support delivery of the review of the governance framework</i>		<b>D</b>
<b>Qualifications</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b>	<b>Essential</b>	<b>Desirable</b>
Educated to level 4 up to first degree standard or equivalent experience in a relevant subject.	<i>Degree in a relevant subject or equivalent qualification or equivalent professional experience</i>	<b>E</b>	

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Relevant professional / vocational qualification.	<i>Recognised Pensions Management Qualification</i>		<b>D</b>
Professional registration may be required.			<b>D</b>
May require relevant certifications including evidence of fluency in English language.		<b>E</b>	
<b>Other Requirements</b>			
To attend any relevant forums, discussion groups, seminars or training courses as necessary to maintain an up to date working knowledge about pension matters.			