Title Head of Pension Fund	*Department* Nottinghamshire Pension Fund	*Post Ref.*

Job Purpose

To provide strategic leadership for Nottinghamshire Pension Fund and setting the overall strategy and direction of the Fund and as the designated Senior LGPS Officer with responsibility for the Nottinghamshire Pension Fund.

This post is politically restricted in accordance with section 2 of the Local Government and Housing Act 1989.

Key Responsibilities

1. Day to day management of the administering authority across all pension functions, including (but not limited to) investments, administration, funding, and governance and communications.
2. Implementation of strategies set by Nottinghamshire Pension Fund Committee.
3. Administration of the scheme and ensuring compliance with scheme regulations, statutory guidance, other relevant legislation and the Pension Regulator's General Code
4. To oversee all Pension Fund services to ensure that they operate in accordance with approved standards and take timely action if improvement is required.
5. Keep up to date with all new pensions legislation, guidance and best practice and interpret this ensuring administration and compliance with The Pensions Regulator's General Code of Practice, ensuring breaches of the law are captured, managed and where appropriate reported to the Pension Regulator.
6. To ensure appropriate mechanisms are in place to effectively manage, monitor and report on quality and performance of service delivery
7. At all times to embody the organisation's culture and values and disseminate these into individual services
8. To develop and maintain effective partnerships, including the Pension Fund Committee and its Chair, the Pension Board and its

Key Accountabilities

1. Ensuring that draft strategies such as the Investment Strategy Statement, Funding Strategy Statement and Administration Strategy, are prepared in accordance with legislation and guidance
2. To ensure administrative and statutory LGPS responsibilities are accurate and that timely information is provided by and to the Pensions Administration Service and appropriate stakeholders as determined by statutory regulations and agreed business processes.
3. Meeting expectations for timely and accurate pension payments, including managing suppliers and holding them to account for performance
4. The content of the Pension Fund Business Plan
5. Ensuring that LGPS functions are well resourced and structured
6. The effective and efficient commissioning of services fully utilising support functions and identifying opportunities to improve the efficiency of operations
7. Timely and appropriate Intervention in underperforming services
8. Ensuring LGPS functions deliver value for money.
9. Setting ambitious and achievable targets in service plans

Chair, LGPS Central Ltd (the Pool) and Partner Funds, Fund member employers, and the Independent Person 9. To commission services required by the Pension Fund *10.* To provide the interface between services and elected members 11. Ensuring that the Pension Fund Committee and Pension Fund officers have access to high quality professional advice on all areas, including actuarial, governance, legal and procurement advice *12.* Ensuring that the Local Pensions Board is adequately resourced to carry out its role effectively 13. Ensuring that the Local Pensions Board and Nottinghamshire Pension Fund Committee can effectively and efficiently fulfil their roles and responsibilities, including leading on agenda setting and advising elected members and other representatives 14. Ensuring an adequate governance framework is in place, with supporting strategies, policies and risk assurance arrangements demonstrating best practice in line with national LGPS developments and compliance with legal and regulatory requirements 15. Ensuring training needs analysis is undertaken by Nottinghamshire Pension Fund Committee and the Local Pensions Board and the recommendations implemented 16. Identifying and managing risks to the administering authority and appropriate implementation of the governance strategy in accordance with guidance 17. Ensuring that the administering authority carries out the Independent Governance Review as required by Regulation 117 and develops an action plan in response to any recommendations or findings 18. Representing the interests of the Nottinghamshire Pension Fund within the local authority's senior leadership team; working with senior stakeholders and ensuring that plans, policies, and resource allocation by the local authority's senior leadership team take into account the requirements and duties associated with Nottinghamshire Pension Fund	10. Taking decisive action to ensure that services meet their budget targets 11. Create and present appropriate reports on investment matters to the Pension Fund Committee, the Local Pensions Board and at the Annual General Meeting. 12. Maintain strict confidentiality in respect of all personal records, data and information held electronically on systems relating to current and past pension scheme members. Standards for confidentiality will comply with current council policy and legislation. 13. Deliver relevant training sessions to Members in a professional manner and ensure a comprehensive training package is available. 14. Attend appropriate training, peer group meetings and Conferences and read appropriate research material in order to keep abreast of pension fund issues.

19. Participation in the governance structures of the investment pool as shareholder and/or client representative 20. Agreeing the Pension Fund accounts with the Section 151 Officer *21.* Overseeing advice and service delivery provided to the Fund by advisers and service providers (including Fund Actuary, administration provider, investment pooling partner, additional voluntary contribution providers) involving management of relationships, contractual arrangements and monitoring SLA performance 22. To be responsible for the management and resolution of Pension Office complaints and supporting with the Internal Dispute Resolution Procedure (IDRP) cases where required. 23. To lead on any Pension Fund project or programme as agreed by the Service Director for Finance, Infrastructure & Improvement.	
The post holder will perform any duty or task that is appropriate for the role described	

Person Specification	
Education and Knowledge 1. Management, CCAB, Pension (PMI) or Investment qualification or equivalent substantial experience together with a comprehensive understanding of statutory, regulatory and financial frameworks. 2. Evidence of continuous professional development. 3. Deep knowledge and current understanding of the main issues and influences affecting the business operations of the LGPS and local government or a similar organisation. 4. Detailed knowledge of main issues and influences affecting the Pension Fund. 5. Knowledge of relevant legislation, statutory frameworks, good practice and government policy and initiatives 6. Comprehensive knowledge of the principles and practice of: • effective people management; • excellent customer service; • continual improvement using evidence–based approach; and, • appropriate risk management.	***Personal skills and general competencies*** 1. A high level of personal drive and integrity with insight into own strengths and weaknesses to a level that enables a significant positive impact to be made across the Pension Fund. 2. Strong interpersonal skills, able to provide purpose and direction to others in a changing environment, with well developed negotiation and influencing skills to enable effective engagement with elected members, senior managers, sometimes in other organisations, as well as other key stakeholders. 3. Acumen and judgement to successfully operate in a politically dynamic, complex and cross cutting environment. 4. Ability to quickly interpret diverse information to make decisions and make appropriate short and long term plans to solve problems often in a complex and ambiguous environment. 5. Ability to meet agreed delivery targets through the mobilisation of human, physical and financial resources. This will include anticipating and taking account of drivers for change and motivating senior managers and other key stakeholders to plan for, drive through and evaluate the impact of change processes.

Experience

1. Significant experience in a senior management level role within a local government pensions environment (LGPS, pensions consultancy firm or in-house pension scheme)
2. Specific experience of leading changes in service delivery in local government pensions
3. Understanding of LGPS pressures and drivers
4. Experience of high-level strategies and managing performance against these
5. Experience of building effective working relationships both internally and with external partners
6. Experience of managing diverse multi-disciplinary teams
7. Driving and delivering service improvements
8. Experience of working with Fund Actuaries
9. Experience of attending Committee meetings and providing advice to, and liaising with, Members

6. An ability to think analytically
7. The ability to think strategically, balancing current expectations and requirements with future opportunities, issues and concerns
8. Coaching and mentoring others to achieve their best
9. The ability to make good business judgements and decisions
10. Proven ability to effectively interpret and clearly present complex and technical information in a suitable way for different stakeholders, including scheme members, employers and committees
11. Demonstrates fairness and equality in the treatment of customers and staff.

Role Dimensions

1. The role covers management of the Nottinghamshire Pension Fund and the services that provide the pensions function, covering pensions administration, investments and governance
2. The post holder represents the Pension Fund across NCC as the Administering Authority, and with all the members and employers of the Nottinghamshire Pension Fund. Support will be provided to elected members including Cabinet members, chairs of committees, the Local Pension Board and working parties. The post holder will be required to represent the Pension Fund and the Council in its role as a shareholder of LGPS Central Ltd. The post holder also represents the Nottinghamshire Pension Fund within the wider Local Government Pension Scheme.
3. The post holder is responsible for the Nottinghamshire Pension Fund (£8.1 billion in assets at 31/12/25 with annual expenditure of over £28 million).
4. The post will be responsible for the whole Pension Fund service including the Pensions Investment Team, the Pensions Administration teams and the Pension Fund Governance Officer. In accordance with the 2026 new regulations the service will need to be restructured to reflect this requirement.

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