

## **APPENDIX D PERSON SPECIFICATION CHAIR (INDEPENDENT MEMBER)**

### **Independent Representative on the Pension Board**

The Lewisham Pension Board is seeking to appoint an experienced, proactive and innovative volunteer to join this important Board an Independent member. This volunteer will already have a working/basic knowledge of Local Government Pensions Scheme. They will be someone who is keen to build on the excellent work already underway and have a real desire to lead and influence the outputs of this practice area.

#### **JOB SPECIFICATION:**

- Chair of the Pension Board
- To secure compliance with
  - (i) the Local Government Pension Scheme Regulations,
  - (ii) any other legislation relating to the governance and administration of the Scheme, and
  - (iii) requirements imposed by the Pensions Regulator in relation to the Scheme; and
- (b) to ensure the effective and efficient governance and administration of the Scheme.
- Ensure that Lewisham does not breach any of the requirements or rules set out in its policy documents.
- To understand and comply with the constitution and rules that govern the Lewisham Pension Fund and to review the constitution regularly (at least every three years) to ensure it is fit for purpose.
- Assisting Lewisham the administrating authority of Lewisham Pension fund with its responsibility to:
  1. manage risks and ensure there are adequate internal controls
  2. keep records and ensure the quality of member data
  3. ensure the correct contributions are paid to the scheme
  4. manage conflicts of interest
  5. publish information about the board
  6. communicate information to members
  7. resolve disputes and report certain breaches of the law

#### **PERSON SPECIFICATION**

##### **Essential Criteria**

###### *Educational:*

- A high degree of qualification, experience and training in Pensions

###### *Relevant Experience and capacity:*

- Knowledge of Pension Funds and Schemes.
- Knowledge of public sector and local government finance.
- Experience of participating in meetings open to the public and press.
- Mathematical/statistic literacy

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### *Understanding:*

- A full understanding of the structure of the LGPS including the responsibilities of and accountability to administering authorities, employing authorities, scheme members and taxpayers.
- Has a broad understanding of the changing nature of the Pensions environment and Pensions matters in the wider context of the profession

### *Commitment:*

- Demonstrate commitment to undertake training as determined by the Scheme Manager.
- Strong attendance record
- Committed to the objectives of the Pension Board, LGPS and its various stakeholders

### *Skills and Experience:*

- Participating in high-level meeting achieving effective outcomes
- Experience of understanding financial matters.

### *Communication and team working*

- Ability to communicate clearly, directing discussions in sensitive environments and to take an active part in discussions
- Ability to command respect and demonstrate strong leadership
- Ability to influence and engage
- Ability to work effectively in a group
- Willing to express their own opinion in a reasoned way, while also listening to the views of others
- Ability to challenge constructively and ask questions appropriately
- Assertive in pursuing the correct course of action

### *Accountability*

- The ability to come to an objective view based on evidence provided
- Ability to think and apply knowledge strategically
- Ability to exercise sound and independent judgement
- Willingness to make and stand by collective decisions, including those which may be unpopular
- Ability to manage difficult and/or challenging situations
- Ability to maintain confidentiality on confidential and/or sensitive information

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### *Equal Opportunity*

- Understanding of and commitment to promoting equality of opportunity with an understanding of the pension context.

### **Desirable criteria**

- Experience of working with governance structures
- Experience of working effectively with colleagues as part of a team

### **TENURE**

This appointment as representative, will commence from the start of the calendar year (1<sup>st</sup> January 2015). It is hoped that the appointment will be made as soon as possible.

### **TIME COMMITMENT**

This would equate to approximately 6 days a year. The majority of the time commitment will be training, but attendance would be required at 1-4 meetings per year which are three hours in length and are usually held in Council Chambers. It is hoped that each representative would attend for at least 75% of the meetings. Dates of the meetings are provided well in advance.

### **IN RETURN, THE REPRESENTATIVE WILL:**

- be able to locally influence and contribute to LGPS pensions at a policy level
- be provided with excellent professional support and assistance during your tenure on the board.