

Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

Job Title:	Governance and Communications Team Leader
Salary:	tba
Grade:	tba
Hours:	37 We are open to discussions about flexible working.
Team:	Pensions
Service Area:	Pensions
Primary Location:	Due to the Covid19 pandemic this role will be performed remotely for the foreseeable future. The primary location is usually Kingsgate and you will be required to work from this location and in an agile manner when government guidelines permit this.
Budget responsibility:	tba
Responsible to:	Service Manager (Pensions)
Responsible for:	Communications and Governance Officers (2)
Political Restricted Post:	Yes

Job Purpose

This is a brief overview of the key objectives of the job including the context within the team/department.

The Team Leader will be responsible for maintaining the governance arrangements for the Pension Fund including managing the future agendas of the Pension Fund Committee and Board, maintaining the Fund's risk register, supporting the development of the annual business plan and budget and the annual review of all key Fund Policies, and overseeing the training and development programme for members of the Committee and Pension Board. They will also support the regular performance reporting to Committee. They will also be responsible for overseeing the Communication Policy for the Fund and ensuring the Fund's website pages are kept up to date for both administration and investment information.

In delivering the role, the Team Leader will work closely with the Service Manager (Pensions), the Pension Administration Services Manager, the Financial Manager – Pension Fund Investments, and members of the Pension Fund Committee and Pensions Board.

Job Responsibilities

This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake.

- Produce draft agenda's for the Pension Fund Committee and Pension Board ensuring all strategic and regulatory responsibilities including statutory policies are covered on a timely basis
- Maintain the Governance and Training Library for members of the Pension Fund Committee and Pension Board
- Maintain the Risk Register for the Pension Fund
- Co-ordinate the production of the Annual Business Plan and Budget for the Pension Fund
- Manage the Fund's Breaches of Regulation Policy and ensure any breaches are properly recorded and reported to the Pension Regulator as appropriate.
- Oversee all changes to the LGPS Regulations and report changes to the Pension Fund Committee as appropriate.
- Manage the Training Programme for members of the Pension Fund Committee and Pension Board, circulating all relevant training opportunities and ensuring all training attended is formally recorded.
- Oversee all Fund communications and the development and maintenance of the Fund's website pages.
- Review the Fund's Governance Policy/Compliance Statement, and Scheme of Delegation and report annual to the Committee on the outcomes.
- Ensure the appropriate performance indicators are in place and regularly updated and reported to the Pension Fund Committee and Pension Board

Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4).

Each of the criteria listed below will be measured through the application form (A) and optionally - a test/exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

Essential Criteria	Assessed By:
Education – Minimum 2 A-Levels or Equivalent, plus GCSE passes in both Maths and English	Certificates
Knowledge and Experience – Full knowledge of the LGPS Regulations	Interview
Knowledge and Experience – Minimum 3 years experience in working within an LGPS Fund	Interview/References
Personal Skills – Excellent Verbal and Written Skills	Application/Interview
Personal Skills – Ability to explain complex pension issues to non-specialists	Interview

Personal Skills – Excellent time management and ability to work to tight deadlines	Application/Interview
Personal Skills - Good IT Skills	Application/Interview
Personal Skills – Excellent Planning and Forward Thinking Skills	Application/Interview
Desirable Criteria	Assessed By:
Knowledge and Experience – Working in a Governance role including risk management	Application/Reference
Knowledge and Experience – Previous production of LGPS Governance Documents	Application/Interview
Personal Skills – Website Management/Development	Application/Interview

Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role include:

<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children’s barred list check
<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children’s Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	Other (please specify):		

Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		

Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.