

Job Description

Service:	Corporate Finance		
Team:	Pension Fund		
Location:	County Hall, Preston / Hybrid		
Salary range:	£75,420 - £82,480	Grade:	14
Reports to:	Director of Finance	Staff responsible for:	9 Team Members inc. 5 Direct Reports

Job purpose and scope

To provide strategic leadership for the Lancashire County Pension Fund (the 'Fund') reporting to the section 151 Officer and setting the overall strategy and direction of the Fund as the designated LGPS Senior Officer with responsibility for all pensions related matters.

The Fund has approximately 200,000 members and more than 300 participating employers within the county of Lancashire with assets under management of £12bn. The Fund's primary objective is to ensure that over the long term the Fund will have sufficient assets to meet all pension liabilities as they fall due.

Performance Indicators

- Quality of advice/service against legal, safety and best practice standards
- Achievement of relevant service targets
- Adherence to internal/external quality standards if applicable
- Adherence to policies and procedures
- Accuracy and timeliness of information recording and processing
- Customer and stakeholder feedback
- Leading Lancashire Framework

Leading Lancashire – Our Leadership Framework



Leading Lancashire

Our Leadership Framework

Our Vision and Values We are driven by a simple yet powerful vision – “Here at Lancashire County Council, we are helping to make Lancashire the best place to live, work, visit, and prosper.”

This vision is at the centre of everything we do. Embedded in our identity are our values: **Supportive**, **Innovative**, **Respectful**, and **Collaborative**, our guiding principles that enable everyone to thrive.



Four Spheres of Leadership

The Leading Lancashire framework is a dynamic approach, encapsulating four key spheres:

Responsibilities, Capabilities, Behaviours, and Results.

These spheres form the bedrock of our leadership ethos, providing clarity and direction for all leaders. Responsibilities guide our actions, Capabilities cultivate our potential, Behaviours shape our interactions, and Results measure our impact. Together, these spheres ensure leaders deliver their best for themselves, their teams, LCC, and the people of Lancashire.



The Lancashire Mindset

Woven through the Leading Lancashire framework we introduce The Lancashire Mindset; Growth, Ownership, Optimism and Positive Impact. Adopting this mindset across the entire organisation not only brings our values to life but also emphasises the collective commitment to delivering the best for the people of Lancashire.

The Lancashire Mindset not only shapes our approach to leadership but also serves as a guiding force for a culture rooted in growth, ownership, optimism, and the commitment to making a meaningful positive impact.



Levels of Leadership

The Leading Lancashire framework provides an opportunity to define and clarify the focus and purpose of the various leadership levels within the organisation.

VISIONARY (Long-Term Direction):

Level 1 & 2 Leadership – Executive Directors and Directors
Senior leaders at this level, are Visionary Leaders. They have the privilege of shaping the long-term vision for the organisation, providing strategic and visionary direction that will guide the future success of Lancashire County Council.

SHAPING (Medium to Long-Term Strategy):

Level 3 Leadership – Heads of Service
Heads of Service at this level are Shaping Leaders. They are empowered to shape strategies with a broad mid to long-term view, setting clear strategic initiatives that provide direction to the management population, contributing to the organisation's success in the medium to long term.

OPERATIONAL (Short-Term to Immediate Effectiveness):

Level 4 Leadership – Management Roles
Leaders at this level, found in various management roles, are Operational Leaders. They focus on immediate operational effectiveness, ensuring their teams deliver in the short term, meeting objectives and driving success on a daily-to-monthly basis.

These refined terms more explicitly convey the visionary, shaping, and operational aspects of leadership at each level within the Leading Lancashire framework.

Accountabilities/Responsibilities

- Responsible for the strategic planning, and future direction, of the Pension Fund, providing a strategic change agenda for key stakeholders which takes advantage of opportunities within the LGPS sector and reflects horizon scanning on forthcoming legislative and regulatory change.
- Ensure that the Local Pension Board, Pension Fund Committee and Governance Panel can effectively and efficiently fulfil their roles and responsibilities. This will include leading on agenda setting and advising elected members and other representatives.
- Ensure 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.

- Lead on development of funding, investment and governance strategy of the Fund with delivery of related strategies/policies (including Funding Strategy, Investment Strategy Statement and Administration Statement as well as Responsible Investment Policy).
- Ensure delivery of excellent scheme member experience in conjunction with our administration provider – Local Pensions Partnership Administration Limited.
- Manage the relationship with our investment pooling partner to the Fund - Local Pensions Partnership Investment Limited - including oversight of investment services provided and performance monitoring.
- Oversee advice and service delivery provided to the Fund by advisers and service providers (including Fund Actuary, administration provider, investment pooling partner, Additional Voluntary Contribution provider) involving management of relationships, contractual arrangements and monitoring SLA performance.
- Lead on development of the triennial actuarial review of the Fund and proactively engage with employers that participate in the Fund.
- Advise, support and guide representatives of the Fund acting as shareholders of joint venture company – Local Pensions Partnership Limited - and its subsidiaries on strategic direction of the Group, implementation of governance arrangement changes, and business as usual governance issues.
- Proactively manage a wide and extensive network of stakeholders, including employers, scheme members, elected members and other key stakeholders.
- Manage production of the Fund's Annual Report and statutory accounts, ensuring that all accounting activities comply with proper accounting practices.
- Lead, motivate and manage the in-house pensions team of subject matter experts to ensure successful delivery of business-as-usual activity and strategic pension projects.

- **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

- **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

- **Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

- **Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification

All the following requirements are essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications

- Educated to degree level or equivalent.
- Membership of one of the professional bodies covering pensions or finance (e.g. Pensions Management Institute or CIPFA qualification).

Experience

- Significant experience in a senior management level role within a pension's and/or local government environment (local government pensions, pensions consultancy firm or in-house pension scheme).

Essential knowledge, skills & abilities

- Ability to develop, plan, organise, prioritise and implement a range of complex activities and priorities within a range of areas of service.
- Expert knowledge of pensions legislation requirements, with the ability to impact assess changes in requirements and understand the impact on the Fund.
- Expert working knowledge of the regulations and sector wide developments relating to the LGPS and/or other public sector pension schemes. Understanding of the wider issues, implications and current challenges facing pensions, particularly in the public sector.*
- Proven ability to effectively interpret and clearly present complex and technical information in an appealing way to different stakeholders, including scheme members, employers, and committees.
- Excellent networking, oral and written communication, and presentation skills to relate effectively to a wide range of stakeholders.
- Ability to successfully influence key decision makers (including elected members).

- Ability to lead, motivate and manage people and teams to achieve significant, sustainable service improvements and outstanding results across a complex, large network of stakeholders.

Other essential requirements

- Commitment to equality and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.