



Job Title:	Compliance Officer
Function:	Corporate and Customer Services
Document date:	06/03/2018
Grade:	Grade G
Job field:	Finance

Job Purpose

Essex's Pension Fund governance landscape reflects continuous improvement and increased external scrutiny. The core structure of Pension Strategy Board, Investment Steering Committee and Pension Advisory Board is supported by a dedicated Compliance Team to ensure statutory requirements are fulfilled whilst meeting strategic and operational objectives.

The role participates in the delivery of Governance Policy, supporting Senior Leaders and Elected Members. Producing agendas, providing support arrangements for all Boards and Committees in accordance with statutory requirements and best practice, the role will contribute to the fulfilment of the Fund's corporate and national reporting obligations.

The role requires a background in the practical application of governance policy/holding a Level 1 Certificate in Local Government Pension Administration, with evidence of timely, concise report production along with experience of business continuity, FOIs, stakeholder surveys and consultations.

Service/Functional Accountabilities

Participate fully in delivery of the Governance and Compliance policy, including agenda production and support arrangements in line with statutory requirement for the Pension Strategy Board, Investment Steering Committee, Pension Advisory Board, sub



Committees and task/finish groups and linkages with the ACCESS Pool Joint Committee.

Contribute to communications with Senior Leaders and Board/Committee Members, in relation to meetings and agendas.

Responsible for drafting of generic content and compiling reports/agenda items for each of the Fund's Boards and Committee, maintenance and updating of the business plans, scorecard and risk register.

Responsible for the Fund's input into corporate reporting (including Function Business Plan and JCAD) and external reporting to: MHCLG, Scheme Advisory Board, The Pension Regulator, HM Revenue and Customs, CIPFA, PLSA and other trade bodies.

Accountable for the Fund's Business Continuity activities and Fund's obligations under the Freedom of Information Act, Environmental Information Regulations and SARs (Service Access Reviews).

Responsible for implementing the Fund's annual surveys for both Scheme Members and Scheme Employers and drafting proposals for change, based on stakeholder feedback.

Participate in the monitoring of the Fund's contracts with external suppliers.

Contribute in the delivery of Fund consultations through Committee/Boards.

Collaborate on the delivery of service across all Teams and Fund activities in line with the statutory requirements and KPI targets.

Specific individual and shared targets and objectives are defined annually within the performance management framework.

Dimensions

Budgetary responsibility (direct or indirect impact): None

People management (including direct reports): None

Breadth of role: Engagement with Elected Members, Senior Leaders, Fund stakeholder and governance professionals, both within the Council and throughout the national LGPS. Preparation of the agendas and support arrangements for six Investment Steering Committees p.a. four Pension Strategy Boards p.a. and three Pension Advisory Boards p.a. along with any sub-committee/task and finish groups/ACCESS Joint Committees convened at any time.

Skills, Knowledge and Experience

Educated to Stage 1 certificate level in Local Government Pensions Administration or equivalent by experience within a public sector governance/pensions environment.

Evidence of continuing professional development and knowledge in relevant professional area. Adherence to/completion of the governance and procurement related modules of the CIPFA knowledge and skills framework.

Awareness and understanding of the practical application of statutory governance requirements within Local Government, including best practice protocols for the preparation and dispatch of agendas, support arrangements to the Chairman and members of Boards/Committees and publication of reports and minutes.

A track record of contributing to the production of clear, concise reports, provision of guidance to Members, ownership of support arrangements publications of agendas and associated documents, in line with statutory requirements and best practice.

Good range of verbal and written skills with proven ability to take minutes and effectively communicate with all attendees at Pension meetings.

Strong capability on Word, CMIS, JCAD, Excel and PowerPoint and in proof reading. Working knowledge of the Universal Pensions Management (UPM) system.

An awareness of the public sector obligations of information holders and the FOI Act, experience of developing progress/monitoring reports in relation to ongoing contracts and one off projects.

Organisational Behaviours/Professional Competence

Please click below to access the link:-

[Organisational behaviours](#)
