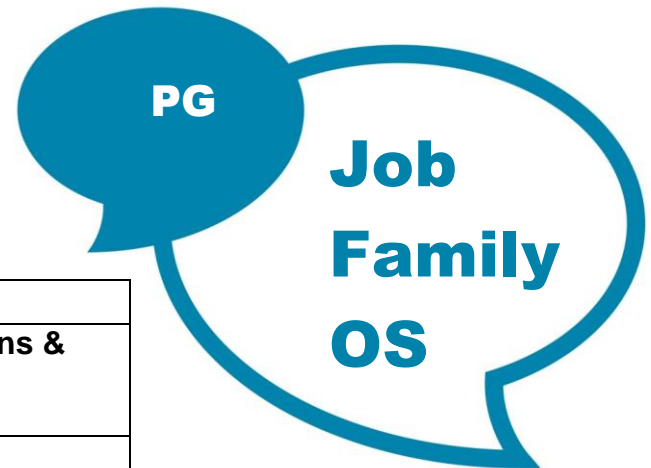


Post Specification



Date	25/09/2015
Post Title	Senior Manager – Pensions & Financial Services (Deputy S151 LGPS)
Role Profile	OS
Final Grade	Grade 19

To be read in conjunction with your role profile

Service Area- Financial Services

Pensions & Financial Services is part of the Finance Unit within the Directorate of Resources and Transformation.

The section is responsible for managing the Council’s Financial Services functions consisting of Treasury, Banking, Insurance and Financial Systems. The section is responsible for the management and operation of the Cumbria Local Government Pension Fund for all employers and member’s within the county, fulfilling the responsibilities of the County Council as Administration Authority for the Cumbria Local Government Pension Fund.

Purpose of this post

The purpose of the role is to lead the Pensions & Financial Services teams reporting directly to the Assistant Director – Finance (Section 151 Officer) through being an active member of Cumbria County Council’s senior management team and the Finance Management Team.

Specifically the role is to manage & coordinate the resources and work ensuring that the discreet areas of responsibility of the role are balanced. Areas include Cumbria LGPS; Treasury; Insurance; Financial Services & Systems. Ensuring that:-

- the Cumbria LGPS is impartially, effectively and efficiently operated on behalf of all Scheme members and employers (approx. 75% role). In the capacity as Deputy Section 151 Officer for Cumbria LGPS deputise for the Section 151 Officer as and when required.
- that all internal sections under management of this role (which may change from time to time as business needs require) are efficiently and effectively run within a robust, business focused financial control framework that also gives consideration to operational and client user needs (approx. 25% role).

Key job specific accountabilities (max 5)

1. To provide a high quality financial service to users within the Council in respect of Treasury Management, Insurance, Banking, Financial Systems and LGPS Pensions. These users

include Elected Members, the Chief Executive and Corporate Directors, and all Service Areas but also to the wider external client base of the Cumbria LGPS, in accordance with the Council’s Corporate Strategy, the Cumbria LGPS Aims and Strategies and the Financial Services core aims and objectives. To provide technical arbitration advice to Members and the S151 Officer when the objectives of these conflict.

2. Support and continuously improve all service areas under management, focusing on providing high quality, easily accessible information and advice to customers (both internal and external to the Council). Ensure value for money services by listening to stakeholders and leading by example to achieve the most efficient service design and delivery. Promote equal opportunities with our communities and our staff through personal example, open commitment and clear action. Provide a lead in risk management, data security; emergency planning and business continuity in the service area, to make sure services continue to operate effectively and within any regulatory requirements.
3. Lead the section by taking overall leadership and management responsibility, for the areas covered; making sure resources are used effectively to deliver services. Ensure team colleagues engage fully and work with all stakeholder’s (both within and external to the Council). Effectively lead, mentor and motivate team colleagues and key services to scope, plan, develop and deliver key priorities in support of the achievement of wider Council priorities and the Cumbria LGPS.
4. Provide the organisation with strategic advice on financial and governance changes to Local Government Pensions, and the wider public sector, finance and policy changes ensuring the appropriate advice is provided to Members (particularly the Pensions Committee / Investment Sub Group; Local Pension Boards (Local Government and Fire Service) and the Council’s representatives on the Border to Coast Pensions Partnership Ltd Committees and Working Groups, the Corporate Management Team and other employers and members of the Cumbria LGPS.
5. To be the designated lead contact for dealings with the relevant external regulatory authorities e.g. Pensions Regulator; DCLG / LGA pensions leads; GAD; HMRC; international tax authorities; Pensions Ombudsman, ensuring documentation and regulatory reporting requirements are adhered to and any breaches are reported to the relevant authorities.
6. Deputise for the Assistant Director – Finance (s151 Officer) as appropriate.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget responsibilities	<ul style="list-style-type: none"> • Day to day oversight of the Treasury Management Function – average daily balances of c.£100million • Staffing and services budget of £1.2m per annum • Staffing and services budget of the CLGPS Fund of c. 4 million per annum • Day to day management of financial investments and assets in excess of £2.4billion involving the contractual management of pensions investment managers, actuarial and treasury management advisors
Staff management responsibilities	<ul style="list-style-type: none"> • Responsible for leading a team of around 30 people (currently 23 FTEs)
Other	<ul style="list-style-type: none"> • The post is designated as the final arbitrator in all LGPS disputes and is the designated contact for the Pensions Regulator; Pensions Ombudsman and HMRC. The post will provide support to the S151 officer and Pensions Committee Chairperson in representing the Council and the CLGPS Fund on the

	Border to Coast Pensions Partnership Ltd Committees and Working Groups.
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Post Specific - Qualifications, knowledge, experience and expertise

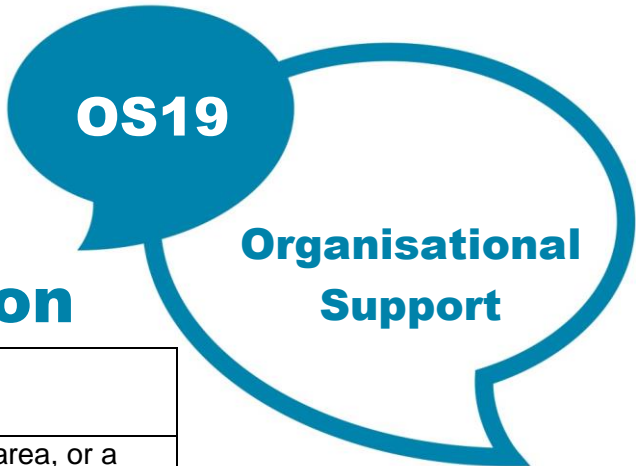
- Professional and management qualifications or equivalent demonstrable experience
- Full CCAB accounting qualification or CFA
- Substantial generalist financial experience at a senior management level,
- Successful direct management experience of managing large scale financial service contracts
- Evidence of establishing performance measures and performance management culture both for internal staff and external service provision.
- Experience of leading teams of professional finance staff
- Experience of formulating, leading and managing change initiatives
- Experience of partnership working
- Experience of managing complex financial operations and service contracts within a public body or similarly complex organisation.
- Experience of formulating, leading and managing change initiatives
- Experience of working within a political environment including dealing with elected Members
- Experience of partnership working
- Experience of business partnering both internally and externally within a large complex organisation

Job working circumstances (only include if additional JWCs apply)

Emotional demands	<ul style="list-style-type: none"> • Designated officer for ruling on Pensions IDRPs. These cases usually involve dealing with individuals who are under high levels of emotional stress due to ill health; deceased family members; financial hardship.
Physical demands	<ul style="list-style-type: none"> • The role involves national travel and occasional inter-national travel to attend networking groups, seminars, investment boards and other events.
Working conditions	<ul style="list-style-type: none"> • Agile working, office based, often required from external organisational premises.

Other Factors

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Role Profile Description

Date	January 2015
Purpose	To direct and lead a major area, or a range of significant or specialist organisational support service areas to meet the objectives of agreed business plans and manage organisational change.

Your responsibilities:

Managing Leadership Self and Team	
Accountable For	End Result
<ul style="list-style-type: none"> Leading, motivating and developing the senior management team, with overall responsibility for the leadership of the services. Providing advice, support and discussion, involving complex issues and substantial outcomes ensuring co-ordinated delivery of services controlled. Implementing full Human Resources policies and procedures for the services. 	<ul style="list-style-type: none"> Effective services and service delivery. People are well motivated and capable. There is a positive climate. Services' staff are capable, skilled and knowledgeable. Performance objectives are achieved. HR policies and procedures are met. An effective workforce is developed.
<ul style="list-style-type: none"> Representing the Council and presenting strategy to external partners. 	<ul style="list-style-type: none"> Policies and programmes are developed in a wider partnership.
Competency measurement	
<p>Visions and plans are persuasive, understood and staff relate to their role within them. Drive cultural change. Inspire and motivate others to generate success. Act as a performance coach, readily provide feedback and recognition to team members and anticipate the needs of others.</p>	

Making things happen / Delivering results	
Accountable For	End Result
<ul style="list-style-type: none"> Formulating, proposing and gaining approval for longer-term and annual business plans and budgets for the services. Leading the co-ordinated strategic planning for the services. Determining strategic direction. 	<ul style="list-style-type: none"> Business plans and budgets are agreed in accordance with Council plans, procedures and timescales. Business objectives are set out for services. A longer-term co-ordinated scenario is set out for all the services. Strategic policies are set.
<ul style="list-style-type: none"> Providing, on behalf of the Council, expert 	<ul style="list-style-type: none"> Professional corporate advice is provided.

<ul style="list-style-type: none"> professional advice on major issues, in respect of all the services controlled. Establishing services' procedures. Explaining and defending key decisions. Identifying and managing high level reputation and service risks. 	<ul style="list-style-type: none"> External trends and developments, from the Council's perspective, are understood. The Council is aware of implications, risks and benefits. Effective relationships exist with the customer-base.
<ul style="list-style-type: none"> Overseeing the implementation of strategies and plans into functional business objectives, ensuring business continuity in emergencies. 	<ul style="list-style-type: none"> Council strategies are implemented and the objectives are achieved.
<ul style="list-style-type: none"> Determining compliance of Council policies and legal requirements on situations with major implications for the Council. 	<ul style="list-style-type: none"> Decisions are taken on situations with major implications.
<ul style="list-style-type: none"> Providing reports for the Council and key external Bodies on the interpretation of major issues impacting on the various services and the Council as a whole. 	<ul style="list-style-type: none"> Quality reports are provided on time. Key issues are identified. Recommendations are put forward.
<p>Competency measurements</p>	
<p>Make long term decisions, deliver outcomes, take ownership and gain commitment.</p>	

<p>Service Improvement and innovation</p>	
<p>Accountable For</p>	<p>End Result</p>
<ul style="list-style-type: none"> Ensuring the development of strategies / policies and procedures for the services and monitoring and controlling their implementation. Using high levels of influence and discretion in formulating plans, policies and strategies for the Council. 	<ul style="list-style-type: none"> Services' policies and standards are set. Policies are adhered to. There is contribution to Council policies. External changes are taken into account.
<ul style="list-style-type: none"> Determining the overall service requirements in accordance with Council objectives. 	<ul style="list-style-type: none"> The service delivers its requirements and fits with the overall Council objectives.
<p>Competency measurements</p>	
<p>Create a strategic vision and shape opportunities for success and inspire others to innovate.</p>	

<p>Managing resources</p>	
<p>Accountable For</p>	<p>End Result</p>
<ul style="list-style-type: none"> Developing and proposing budgets, plans and resourcing for own services to meet their objectives. Overall services' delivery, with responsibility for planning, expenditure and securing and controlling very large value budgets or very large value resources. 	<ul style="list-style-type: none"> Resources are specified. Adequate resources are secured and deployed.
<ul style="list-style-type: none"> Directing and controlling financial plans for the service. Making decisions on securing and allocating resources, both internal and external, and delivering services' objectives. 	<ul style="list-style-type: none"> The service operates effectively achieving value for money. Objectives are met within budget.
<p>Competency measurements</p>	
<p>Set and develop plans by maximising the use of resources, secure funding and control budgets</p>	

<p>Customer and Community focused</p>	
<p>Accountable For</p>	<p>End Result</p>
<ul style="list-style-type: none"> Leading/chairing partnership arrangements. Maintaining effective relationships with stakeholders including elected Members, the 	<ul style="list-style-type: none"> The partnership approach is integrated into operational delivery. Shared aims and objectives exist.

<p>media and government departments.</p> <ul style="list-style-type: none"> Identifying and pursuing opportunities for partnership working. Leading joint working; identifying and accessing funding; negotiating and influencing to adopt solutions; develop policy. 	<ul style="list-style-type: none"> Service delivery is improved. Effective working relationships are achieved. The Council's reputation is maintained or enhanced.
<ul style="list-style-type: none"> Leading, designing, influencing and negotiating shared objectives, operating processes and standards. Working with colleagues, members and other stakeholders, including partnerships, other local authorities and external agencies. 	<ul style="list-style-type: none"> Shared aims and objectives exist. Outcomes are improved. Service delivery is improved. There are effective and good working relationships with stakeholders and elected Members. The Council's reputation is maintained or enhanced.

Competency measurements

Demonstrate a focus on community and customer centred service delivery.
 Build networks to drive the county council's agenda forward.

Qualifications, knowledge, experience and expertise

- Professional and management qualifications, or equivalent
- Extensive management experience and associated skills in co-ordinating different areas.
- Proven track record as a manager and expert in integrating more than one relevant professional discipline.
- Full understanding of the services' areas and the business and context within which they operate.
- Knowledge Health and Safety and related procedures and policies and how they apply to the work area.
- Proven track record of budget and resource management.
- Extensive people management skills.
- Extensive organisational/planning skills.
- Professional skills relevant to the service areas.
- Politically astute in a rapidly-changing environment.
- High level of influencing, negotiation and interpersonal skills.
- ICT competent with skills relevant to the work area.

Cumbria County Council behaviours

The county councils behaviours explain how we need to perform our roles, rather than what we need to deliver. They explain what behaviours are needed to move the council in the right direction for success.

For further information please see:-
www.cumbria.



Cumbria County Council competencies

The competencies shown in the role profile are for your level. They are cumulative so it is assumed that those at a higher level demonstrate the competencies from the lower levels.

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