

## JOB DESCRIPTION

**Job Title:** Pension Investments Manager (Finance Business Partner)

**Directorate & Section/Unit:** Finance

**Reporting to:** Head of Pension Investments

**Responsible for:** Senior Finance Officers x1, Accountancy Assistants x1

**Salary Grade:** PO4

**DMA Management Level:** 1M

**DMA Span of Control (Direct Reports):** 5

**Our People Values:**

To uphold and act in accordance with Worcestershire County Council's values:

- **Customer Focus** - Ensure delivery of a high-quality service which meets the needs of Customers.
- **Can Do Culture** - Be proactive to achieve excellence, finding solutions and creative ways of working.
- **Freedom within Boundaries** - Make constructive change through cohesive decision making, ensuring services are responsive.

### Purpose of job:

- This role forms a key part of the Pension Investments Team to contribute significantly to the overall strategic and operational management of Worcestershire County Council Pension Fund (WPF).
- The post holder will be responsible for and provide support to the following service areas:
  - Overseeing investment content for Pension Fund Financial Statements & production of the Fund's Annual Report.
  - Lead on the financial closedown and external audit of the Worcestershire Pension Fund.
  - Support the Head of Pension Investments:
    - At LGPS Central platforms as appropriate and deputise where necessary.
    - With Responsible Investment & ESG issues relating to the Fund.
    - With the execution of duties relating to Pension Board, Pensions Committee and Pension Investments Sub Committee.
- Working with the Head of Pension Investments, Assistant Directors, Heads of Service and Members the post holder will make a support Worcestershire County Council's vision, values and strategic objectives.
- Support the strategic and operational management and cashflow of Worcestershire Pension Fund (WPF) investments as required.
- Support the production, review & development of the Worcestershire Pension Fund Strategy and Policy documents such as the Fund's Investment Strategy Statement, Funding Strategy Statement, Climate Change Risk Strategy, Stewardship Code and The Financial Climate Disclosures Report (TCFD).

## **Main Activities & Responsibilities:**

- Support the review and monitoring on a cyclical quarterly basis the performance of the Pension Fund Investment Managers and Custodians. This will include visiting / meeting Fund Managers to assess their performance.
- Support the review of the Investment Managers performance, to ensure investment returns are maximised in accordance with investment policies for all surplus cash funds.
- Provide operational support where required to the Worcestershire County Council Pension Committee, Investment Sub Committee and Pension Board in terms of meetings planning, agenda creation and preparation of papers including direct liaison with the relevant Chairs.
- Be a representative for WPF on the LGPS Central Pooling meetings where required.
- Support the administration of Worcestershire County Council Pension Fund Investment Portfolio and the production of the Pension Fund Annual Report and Accounts.
- Support on the Production of Portfolio monitoring statistics on the performance of the Fund's external investment managers.
- Support the Completion of various Government and statistical returns relating to the Pension Fund.
- Support in maintaining the accounting records of the Pension Fund.
- Attend regular Investment Practitioners group meetings, LGPS Central Partner Fund meetings and provide advice and support as required.
- Keep up to date on current relevant legislation, statutory instruments, codes of practice, new investment products, and investment and accounting policies.
- Maintain an effective knowledge of current national and international financial market conditions and emerging trends as well as a personal and professional development to meet the changing demands of the job. Participate in appropriate training activities and encourage and support staff in their development and training.

## **Team Management**

- To deploy resources including staff to ensure effective coverage in times of conflicting deadlines, vacancies and increased workloads including overall management of staff as allocated (through line management and matrix working).
- To promote equality of opportunity, anti-discriminatory and anti-oppressive practices.
- To contribute to the strategic management of both the relevant Service Directorate (s) and the Finance management and vision.

## **Generic Accountabilities:**

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake other such duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate's Health and Safety Policy.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equality and Diversity Policy.

## **Contacts:**

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Elected Members, Directors, Heads of Service, Senior Managers, Management Teams, Managers and Staff across all directorates, Project and Business Support Managers and Staff.

External: External auditors, Government Departments, Agencies, and regulators. Suppliers, contractors, and service providers as well as customers and members of the public.

### **Additional Information:**

- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Equality Act.

Author: Sherief Loutfy

Date: 14 June 2024

Date of grading confirmation: 28<sup>th</sup> March 2023

**\* WCC is aiming towards a 5-level management organisational structure with level 5 being the Chief Executive.**

## PERSON SPECIFICATION

**Job Title:** Pension Investments Manager (Finance Business Partner)

**Directorate & Section/Unit:** Finance

**Salary Grade:** PO4

### EXPERIENCE:

It is **essential** that the post holder has:

- Substantial Experience of managing, reporting on and challenging Investment Managers.
- Substantial experience of working at a senior level within a Finance function and of budgeting and providing financial advice directly to senior non-finance officers at all levels including chief officers.
- Substantial experience of successfully introducing and managing change.
- Substantial experience and expert knowledge of taking personal responsibility for delivering successful projects through carrying out/overseeing financial analysis/modelling.
- Substantial experience in delivering financial advice at a strategic level across wide ranging and complex services.
- Significant experience of managing and developing individuals and teams within a diverse staff group with success in delivering team outcomes.
- Significant proven expert ability in effective budget / financial management at a senior level.
- Significant experience of planning and working at a strategic and management level.

It is **desirable** that the post holder has:

- Significant experience of Committee work for Members, managing effective reporting and relationships with Members, and work for Overview and Scrutiny Committee, or for similar groups involving elected Members.
- Experience of applying and ensuring compliance with accounting standards.

### KNOWLEDGE, SKILLS, AND ABILITIES:

It is **essential** that the post holder has:

- Expert knowledge in Investment and Reporting.
- Expert knowledge in all legislative requirements, government guidance and best practice of the service.
- Demonstrable strong interpersonal skills and the ability to effectively communicate at the highest level, including the proven ability to negotiate, influence, persuade and challenge at a senior level and the ability to build effective relationships with partners.
- Expert skills and knowledge in accounting procedures and methodologies.
- Ability to develop an understanding of borrowing and investment instruments and to be able to evaluate, recommend and implement the best value for money options for the Council.
- Ability to apply an understanding of the wider economy to the determination and implementation of the Council's treasury management strategy.
- Excellent communication skills, including presentation and report writing skills, particularly in the presentation of complex financial concepts and information in the format appropriate to a wide range of circumstances and audiences, and the ability to effectively communicate at the highest levels within organisations.

- The ability to provide effective and expert strategic financial advice which will influence policy decisions across a wide range of services within the council.
- Proven ability in effective budget/financial management at senior level.
- Proven ability to design and implement systems and procedures with appropriate internal controls.
- Pragmatic and analytical approach to complex problem solving.
- Evidence of Continuing Professional Development.
- Resilient and deals positively with change.
- Takes ownership of own work area and the development of others.
- The ability to plan, budget and programme tasks and develop and implement new systems.
- Committed to excellence.

## **QUALIFICATIONS/TRAINING & DEVELOPMENT:**

It is **essential** that the post holder has:

- Is a qualified member of an accountancy body recognised by CCAB - level 7.
- Demonstrates evidence of continuing professional development relating to the above.

It is **desirable** that the post holder has:

- A management qualification
- A Level 1 qualification in Essential Digital Skills or evidence of excellent IT skills in Microsoft Office

Author: Sherief Loutfy

Date: 14 June 2023