



Independent Chair – Local Pension Board Job and Person Specification

Role Specification

As Independent Chair of the Local Pension Board you will assist the Avon Fire and Rescue Authority Scheme Manager in relation to the administration and governance of the Firefighters' Pension Schemes (FPS) in order to ensure compliance with all relevant legislation and any requirements of the Pensions Regulator.

Main Duties and Responsibilities

As the Independent Chair you will be expected to:

Commit to undertake the role for a 3 year period from date of appointment to the Local Pension Board (LPB). This period may be extended by up to 2 years (maximum 5-year term) if agreed by the Scheme Manager.

Have capacity to attend a minimum of two Local Pension Board meetings each year together with planning meetings and the Firefighters Pension Annual General Meeting.

Ensure the Local Pension Board delivers its purpose as set out in the Local Pension Board's Terms of Reference.

Agree the agenda and approve minutes for Pension Board meetings.

Ensure meetings are productive and effective, and that opportunity is provided for the views of all Local Pension Board members to be expressed and considered.

Seek to reach consensus and where necessary ensure decisions are properly put to a vote (the Independent Chair is not a voting member).

Scrutinise Local Pension Board papers, lead discussions and provide advice and guidance to the Local Pension Board.

Liaise with the Scheme Manager, and those with delegated functions, on the requirements of the Local Pension Board.

Recommend and, where appropriate, lead training and development session for LPB members.

Draft LPB papers where required.

Ensure the production of a LPB annual report in line with best practice.

Ensure effective scrutiny of the FPS risk register

Person specification

To be considered, you must be able to demonstrate that you have the qualities, skills and experience to meet all the essential criteria for appointment, specifically:

Experience

Experience of working within the pensions industry is essential. You should also possess a comprehensive understanding of the law relating to pensions, including the role of the Pensions Regulator.

Knowledge

Have a good knowledge of public sector pensions and processes, and the capacity and ability to undertake additional learning to understand the Firefighter Pension Scheme(s);

Ideally to have completed the Pension Regulator's On-line Public Service Toolkit, or to give a commitment to do so within the first two months following appointment.

Leadership

Have proven leadership skills.

Experience of effectively chairing pension meetings.

Be a strong leader with good judgement who can influence outcomes in an effective manner;

Have the ability to represent views of the Firefighters Pension Scheme(s) members and/or employers to the Local Pension Board as appropriate.

Communication and Team Working

Have excellent communication skills with a confident approach to scrutinising and challenging constructively;

Ability to establish effective working relationships with Local Pension Board members and supporting officers;

Willing to express opinions in a reasoned way, while also listening to the views of others;

Be confident in pursuing the appropriate course of action.

Governance

A understanding of the importance of propriety and governance and the ability to meet the high standards required..