CYNGOR SIR *POWYS* COUNTY COUNCIL

JOB DESCRIPTION

Position Title: **LGPS Senior Officer**

Position Number: **FPE0052**

JE Code: **HAYHS2014**

Service: **Corporate Services – Powys Pension Fund**

Location/Work Base: **County Hall, Llandrindod Wells**

This is a flexible worker position and therefore the Council offers the opportunity to work in an agile way to include home working. For this role, however, there will be an expectation to work in County Hall in Llandrindod Wells / other council office for a minimum of 3 days a week.

Grade: **HS2 (£82,607 - £90,651 per annum)**

Contracted hours: **37 hours, Permanent**

Reporting to: **Director of Corporate Services, Pensions & Investment Committee and the Section 151 Officer**

Responsible for: **Pension Fund Manager, Pensions Administration Manager and other Pension Fund staff as designated**

Summary

Your responsibilities will be:

Main Purpose of Post:

To act as the statutory Senior LGPS Officer appointed under Regulation 53A of the Local Government Pension Scheme Regulations 2013 (as amended), with senior responsibility across all pension functions of the administering authority. This is a statutory governance and accountability role and the postholder will ensure that the Powys Pension Fund is appropriately managed and resourced in respect of all matters relating to the Local Government Pension Scheme, including administration, investment, governance, pension fund resourcing and operational effectiveness.

To provide strategic leadership, assurance and accountability for the effective operation of the Pension Fund and to support the administering authority in meeting its fiduciary, statutory and regulatory obligations. This includes ensuing the Pension Committee and

Local Pension Board is adequately resources and competent through a training strategy to undertake its functions.

This post holder will be responsible for providing expert advice and report to the Pension Committee and Local Pension Board, Section 151 Officer and Corporate Leadership Team.

To act as the principal senior officer responsible for the strategic coordination of Pension Fund administration, investment management, governance, compliance, risk management and organisational capability across all LGPS functions. Represent the interests of the Pension Fund within the authorities senior management structure.

Be responsible for overseeing the implementation of recommendations arising from Independent Governance Reviews and participate in the governance arrangements of the Fund's investment pool.

Management responsibility through appropriate staff and consultancy resources for the proper benefits administration and governance of the Local Government Pension Scheme (approximately 16,000 members) and of the Teachers' Pension Scheme (approximately 2,500 members), together with the management and investment of the £900 million Powys Pension Fund.

Principal Responsibilities:

Strategic Leadership

- Provide strategic leadership and oversight of all Local Government Pension Scheme functions.
- Ensure the Pension Fund operates in accordance with LGPS Regulations, statutory guidance, regulatory requirements and recognised best practice.
- Develop and maintain a strategic framework for the effective management of the Pension Fund.
- Provide expert advice to the Section 151 Officer, Corporate Leadership Team, Pension Committee and Local Pension Board on strategic pension matters.
- Promote a culture of continuous improvement, accountability and professional excellence across Pension Fund activities.

Governance and Compliance

- Ensure robust governance arrangements are maintained across the Pension Fund.
- Lead the development, implementation and review of the Fund's Governance Strategy, Training Strategy and Conflicts of Interest Policy
- Ensure compliance with LGPS regulations, pensions legislation, statutory guidance and relevant regulatory requirements, including coordination of the triennial valuation..
- Maintain effective governance frameworks, policies and reporting arrangements and ensure statutory policies and strategy documents remain up to date.
- Ensure recommendations arising from internal audit, external audit, peer reviews, governance reviews and regulatory inspections are appropriately implemented.

- Act as senior lead for governance assurance and regulatory compliance matters, including effective contract management
- Support the Pensions Board to ensure effectiveness and compliance of their statutory duties under the Pensions Act.

Pension Administration

- Ensure pension administration services are properly resourced and delivered to agreed service standards.
- Monitor administration performance, member experience and operational effectiveness, ensuring a high-quality service to scheme members.
- Ensure all statutory disclosures, returns and reporting requirements are met.
- Oversee service improvement programmes, digital transformation initiatives and process efficiencies.
- Ensure appropriate systems, controls and procedures are maintained to support service delivery.

Investment Governance and Performance

- Provide strategic oversight of investment governance arrangements.
- Ensure governance structures support delivery of investment strategies approved by the administering authority.
- Monitoring the pool's performance in implementing of the investment strategy and whether the collective pool oversight process is meeting the requirements of the Administering Authority,
- Oversee monitoring arrangements for investment managers, advisers, custodians and pooled investment vehicles.
- Ensure investment risks are appropriately identified, assessed and managed.
- Support the Pension Committee in the effective discharge of its investment responsibilities and fiduciary duties.
- Participate in the governance arrangements of the Fund's investment pool.

Risk Management and Assurance

- Maintain a robust framework for identifying, monitoring and managing Pension Fund risks.
- Ensure appropriate internal controls operate across all Pension Fund activities.
- Responsibility for monitoring and review of employer risk, participation in the fund and importance of clear, timely communications with employers
- Monitor emerging risks and changes in legislation, guidance and regulatory expectations.
- Provide assurance to the administering authority regarding the effectiveness of governance, administration and investment arrangements.

Resources and Organisational Capability

- Ensure the Pension Fund is adequately resourced to fulfil its statutory responsibilities.
- Advise on organisational structures, workforce planning and succession planning arrangements.Ensure a training needs analysis is undertaken by those

covered by the Training Strategy including committee members, and the recommendations implemented
- Promote professional development and continuous learning.
- Ensure officers, Pension Committee members and Local Pension Board members receive appropriate training and development.
- Ensure that workforce policies implemented by the Council safeguard the Pension fund.

Stakeholder Management

- Develop and maintain effective working relationships with:
    - Pension Committee
    - Local Pension Board, Pension board chair and Independent Person
    - Scheme employers
    - Scheme members
    - Pension advisers
    - Investment managers
    - Fund actuary
    - Internal and external auditors
    - Regulators and government bodies
- Act as a senior ambassador for the Powys Pension Fund.
- Represent the Fund at local, regional and national forums, meetings, conferences and consultations.

Reporting and Decision Support

- Prepare and present reports to Pension Committee, Local Pension Board and senior management as required.
- Provide professional advice and recommendations on governance, investment, administration and regulatory matters.
- Escalate material risks and governance concerns appropriately.
- Commission specialist actuarial, legal, governance or investment advice where required.

Statutory Duties

- Fulfil the responsibilities of the LGPS Senior Officer under Regulation 53A of the LGPS Regulations.
- Ensure the Pension Fund is appropriately managed and resourced in respect of administration, investment and governance matters.
- Operate in accordance with guidance issued by the Secretary of State.
- Provide assurance regarding the effectiveness of Pension Fund governance and administration arrangements.

General

- Participate fully as a member of the Corporate Services Management Team.
- Contribute to the wider strategic objectives of the Council.
- This position has a requirement for a Standard DBS Check.

  For more information, please see the Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012.

DBS: Check

If the role has access to government databases a BPSS check may be required - Because of the nature of the work involved, the post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) - This position may have a requirement for a Baseline Personnel Security check (BPSS).

Health and Safety Statement:

To be responsible for the implementation of health and safety principles and practices in accordance with the Council's Health and Safety Policies and Procedures.

Equalities Statement:

To be responsible for the implementation of equal opportunities principles and practices in accordance with the Council's Equality Policies and Procedures.

Welsh Language Requirement:

Welsh language skills need to be learnt when appointed to the post

NOTE;

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the ‘Principal Responsibilities of the Job’.

PERSONAL SPECIFICATION

Do you think you're the right person for the role? Then, demonstrate you meet the following criteria in your application.

Experience

Essential

- Significant senior management experience.
- Significant experience of the Local Government Pension Scheme or a comparable public sector pension environment.
- Experience of leading complex governance functions.
- Experience of strategic planning and organisational leadership.
- Experience of managing compliance, assurance and risk management frameworks.
- Experience of advising boards, committees, elected members or senior officers.
- Experience of managing stakeholder relationships at a senior level.
- Experience of investment governance arrangements.
- Experience of pension fund administration management.
- Experience of working with external advisers, actuaries and investment managers.

Desirable

- Experience of organisational change and transformation programmes.

Knowledge

Essential

- Detailed knowledge of the Local Government Pension Scheme.
- Knowledge of public sector pension governance arrangements.
- Knowledge of pensions administration frameworks and compliance requirements.
- Understanding of investment governance and fiduciary responsibilities.
- Understanding of risk management and internal control frameworks.
- Understanding of local government governance and decision-making structures.
- Knowledge of the Pensions Regulator's General Code.
- Knowledge of LGPS pooling arrangements.
- Knowledge of actuarial valuations and employer funding arrangements.
- Knowledge of pension fund accounting and reporting requirements

Qualifications and Training

Essential

- Degree-level qualification or equivalent professional experience.
- Professional qualification in pensions, finance, governance, law, accountancy, investment management or a related discipline.

Desirable

- LGPS specialist qualification or accredited pensions training.
- Governance, risk management or leadership qualification.

Personal Qualities

Essential

- Professional integrity and sound judgement.
- Ability to work effectively in a politically sensitive environment.
- Commitment to public service and continuous improvement.
- Strong organisational and leadership skills.
- Ability to remain calm and effective under pressure

Skills

Essential

- Strong strategic leadership capability.
- Excellent governance and decision-making skills.
- High-level written and verbal communication skills.
- Strong analytical and problem-solving ability.
- Strong relationship management and influencing skills.
- Ability to analyse and interpret complex technical information.
- Effective judgement in managing risk and competing priorities.

Recruiting manager: Jane Thomas, Director of Corporate Services
Date: September 2026

Our values:

Professional
Whatever role we play in the council, we act with professionalism and integrity

Positive
We take a positive attitude in all we do

Progressive
We take a proactive and responsible approach to planning for the future

Open
We keep each other informed, share knowledge and act with honesty and integrity

Collaborative
We work constructively and willingly on joint initiatives

How to apply

You will need to complete the online application, it's simple, just follow the process step by step.

Top tips:

- Read the Job Description and Person Specification carefully and evidence that you meet all of the essential criteria in your supporting statement.
- Sell yourself and where possible give examples
- List your qualifications that are relevant for the position, as detailed in the person specification.
- Ensure one of your referees is from your most recent employer or if this is your first job why not ask a school teacher or tutor, just ensure you know them at a professional level.
- Be honest Tell us about any gaps in your employment history
- Complete the application in full

Next steps

The closing date for applications is 06/12/2026.
Once submitted we will email you to let you know we've received your application.
We will email you either way if you have been successful. So, keep an eye out in your inbox!

The interviews will take place on 18/12/2026.

We wish you luck with your application.