

Role Profile

Job Title	Head of Pensions
Location:	Colindale/Hybrid
Directorate:	Strategy & Resources
Service:	Finance / Pensions
Grade:	7
Salary Range:	£89,701 - £100,459
Reports to:	Assistant Director of Finance

1. Job Purpose:

The Head of Pensions is the senior professional lead responsible for the strategic leadership, governance, administration, annual accounting, investment oversight and regulatory compliance of the London Borough of Barnet Pension Fund and associated pension services.

As the designated LGPS Senior Officer, the postholder will fulfil the requirements established under the LGPS Regulations 2026, providing senior accountability across all pension functions, representing the interests of the Pension Fund at the highest levels of the Council, and actively participating in pension pool governance arrangements.

The postholder will ensure that the Pension Fund is managed in accordance with statutory requirements, fiduciary responsibilities, best practice guidance, and the strategic objectives of the Pension Fund Committee and Local Pension Board.

The postholder will be required to attend evening Pension Committee and Local Pension Board meetings as the lead officer supporting both bodies.

This postholder will lead by example, modelling and embedding the council's values and behaviours through working collaboratively with peers, service colleagues, partners and stakeholders.

2. Key accountabilities:**Strategic Advisory**

- Act as the Council's designated LGPS Senior Officer and provide strategic leadership for all aspects of the Pension Fund and pension administration service.
- Develop and implement the Fund's strategic objectives and business plans.
- Lead the development and delivery of Funding Strategy Statement, Investment Strategy Statement, Administration Strategy and Governance Strategy.
- Ensure the Pension Fund supports the Council's objectives while meeting fiduciary obligations to scheme members and employers.

- Act as the principal adviser to elected members, senior officers and stakeholders on LGPS matters.

Key Responsibilities

The postholder will be responsible for:

- Overseeing the production and publication of Pension Fund annual accounting and performance reporting.
- Day to day operational management of the Fund, including banking and cash-flow management.
- Providing senior leadership across all Pension Fund functions, including administration, governance, investments, funding and stakeholder engagement.
- Representing the interests of the Pension Fund within the Council's Corporate Leadership Team and wider senior management arrangements.
- Ensuring effective engagement and participation in the governance structures of the Fund's asset pool.
- Act as owner of the Pension Fund's enterprise risk management framework, ensuring strategic risks are identified, monitored, reported and mitigated.
- Ensuring the Fund is appropriately managed and resourced in accordance with statutory requirements, Pension Committee objectives and best practice.
- Driving compliance with statutory guidance and governance requirements introduced through LGPS reform.
- Ensure a comprehensive Training Strategy is maintained and implemented, including monitoring member training compliance to ensure knowledge gaps are addressed through structured development plans.
- Maintaining effective working relationships with the Section 151 Officer, Monitoring Officer, the Independent Person, Pension Fund Committee, Local Pension Board and asset pool representatives.

Pension Fund Governance

- Act as the Council's lead officer for Pension Fund governance, including the Pension Fund Committee and Local Pension Board, ensuring governance structures, decision-making arrangements, delegations, policies and oversight mechanisms remain effective, compliant and fit for purpose.
- Lead the development and implementation of the Pension Fund Governance Strategy and ensure governance arrangements operate in accordance with statutory requirements and best practice.
- Prepare and present high-quality reports, policy recommendations and strategic advice.
- Ensure compliance with LGPS Regulations, statutory guidance, Pension Regulator requirements and relevant legislation.
- Oversee governance reviews and implementation of improvement plans.
- Ensure robust systems of internal control and risk management are maintained.

Investment Management

- Be the accountable officer for Barnet Pension Fund's relationship with its asset pooling company (London CIV).
- Ensure draft strategies are prepared in accordance with legislation and statutory guidance and submitted for consideration by Pension Committee.
- Monitor implementation of the Pension Fund's investment strategy by London CIV and assess whether pool oversight arrangements continue to meet the Fund's requirements.

- Ensure the Council participates appropriately in the governance arrangements of London CIV as shareholder and/or client representative.
- Ensure adequate scrutiny of London CIV's delivery, costs, governance and investment outcomes.
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- Monitor investment performance and ensure delivery against objectives and benchmarks.
- Provide strategic oversight and challenge of London CIV's implementation of the Fund's Investment Strategy and associated performance, governance and value-for-money outcomes.

Funding and Actuarial Management

- Lead the triennial valuation process and ongoing funding strategy.
- Work with the Fund Actuary to maintain a sustainable funding position.
- Develop employer contribution strategies and funding solutions.
- Provide advice on employer admissions, cessations and funding risks.

Pension Administration

- Ensure delivery of an efficient, responsive and compliant pension administration service.
- Lead service transformation and continuous improvement.
- Drive digital innovation and service modernisation.
- Ensure high standards of customer service for scheme members, employers and stakeholders.
- Monitor performance against agreed service standards and regulatory requirements.

Financial Management

- Prepare and maintain the Pension Fund Business Plan, budget and expenditure.
- Ensure effective financial controls and value-for-money arrangements.
- Oversee procurement and contract management relating to pension services and advisers.
- Monitor delivery of financial and operational performance targets.

Stakeholder Management

- Act as the lead officer relationship holder between the Pension Fund and the Fund's asset pool, London CIV.
- Act as the principal officer liaison with the Independent Person, ensuring they are appropriately supported, engaged in strategic decision-making and able to provide to provide effective challenge and oversight across investment, funding, administration, and governance matters.
- Ensure the Local Pension Board is appropriately supported, informed and resourced to fulfil its statutory oversight responsibilities.
- Maintain productive working relationships with the Pension Board Chair and Independent Person and ensure recommendations are appropriately considered.
- Lead the Fund's response to Government Consultations and policy developments affecting the LGPS.
- Build and maintain effective relationships with:
 - Pension Committee Members
 - Local Pension Board Members
 - Independent Person
 - Senior Council Officers
 - Scheme employers

- Trade unions
- Asset Pool representatives
- Professional advisers including the Fund Actuary
- External auditors
- Government departments and regulatory bodies

4. Staff Responsibilities

- Ensure Pension Fund functions are appropriately structured, resourced and equipped to deliver statutory obligations and strategic objectives.
- Management of a team of 6 staff members, with direct line management of 3; 1 x Pensions Manager, 2 Finance Managers - ensure achievement of team objective and individual objectives.
- Provide leadership that encourages staff to recognise their contribution to the strategic objectives the council has set.
- Foster a high-performance culture including carrying out internal service reviews to improve value for money and efficiency.
- Lead and effectively motivate staff by providing coaching, mentoring, training, professional development opportunities, and appropriate performance management.
- Develop credible and responsive supervisors and officers who are respected for their knowledge base, expertise and customer focus.
- Deputise for a senior manager as required.
- Enable and encourage a flexible working environment.

5. Health and Safety Responsibilities:

As a manager of the London Borough of Barnet, you are required to:

- Abide by of Barnet's health and safety policy, associated arrangements, and implement the Senior manager's/Director's responsibilities set out therein.
- Complete mandatory health and safety training
- Ensure strategic/service plans take account of health and safety risks and effects on employee wellbeing.
- Monitor health and safety compliance arrangements and take action where there are concerns.
- Include health and safety in regular management team/board meetings.
- Lead by example, monitor and enforce health and safety compliance of managers.
- Ensure sufficient resources are allocated to managing risk.

6. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / Learning to Improve / Inclusive / Collaboration

7. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

8. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

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Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Member of CCAB, (preferably CIPFA-or equivalent experience)	Essential	Application
Evidence of significant relevant Continuing Professional Development (CPD)	Essential	Application
Experience		
Experience within the LGPS or public sector pensions environment.	Essential	Application/Interview
Experience of advising elected members, boards or committees at a strategic level.	Essential	Application/Interview
Experience of Pension Fund governance and regulatory compliance.	Essential	Application/Interview
Experience of investment strategy oversight and adviser management.	Essential	Application/Interview
Experience of working effectively with a wide range of stakeholders.	Essential	Application/Interview
Experience of leading complex organisational change and service improvement.	Desirable	Application/Interview
Knowledge		
Knowledge of the Local Government Pension Scheme.	Essential	Application/Interview
Comprehensive understanding of LGPS Regulations and governance requirements.	Essential	Application/Interview
Detailed understanding of the LGPS "Fit for the Future" reforms and associated governance expectations	Essential	Application/Interview
Strong knowledge of pension fund investments, pooling arrangements and stewardship.	Essential	Application/Interview
Knowledge of actuarial valuations and funding strategies.	Essential	Application/Interview
Understanding of public sector governance and local government decision-making.	Essential	Application/Interview

Skills & Ability		
Able to lead, inspire and motivate employees and generate a positive working environment	Essential	Application/Interview
Ability to think critically, apply innovative and creative thinking to address complex service challenges	Essential	Application/Interview
Committed to corporate and collegiate working across the service	Essential	Application/Interview
Proven technical financial accounting skills with ability to interpret complex and technical accounting standards, regulations and legislation and provide advice on implementation.	Essential	Application/Interview
Excellent communication/interpersonal skills, including the ability to communicate effectively with Councillors and officers at all management levels across the authority.	Desirable	Application/Interview
Values & Behaviours		
Caring		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Application/Interview
Empathy- I say "thank you" and "well done" where appropriate, and take time to 'check in' to see if the people I work with are ok	Essential	Application/Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Application/Interview
Learning to Improve		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Application/Interview
Agile- I am fully empowered to act within the scope of my role	Essential	Application/Interview
Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Essential	Application/Interview
Inclusive		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential	Application/Interview
Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Essential	Application/Interview
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role	Essential	Application/Interview

Caring for people, our places and the planet

to ensure they are implemented and integrated in everything I do.		
Collaborative		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential	Application/Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Application/Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards.	Essential	Application/Interview