

JOB DESCRIPTION



Position Details

Position: **Head of Pension Fund Management and Investment (LGPS Senior Officer)**

Grade: 14 £72,909 to £79,494

Section: Pension Fund

Service Area: Resources

Responsible To: Strategic Director Resources

Responsible For: Greater Gwent (Torfaen) Pension Fund Team

DBS Required: No

Job Evaluation ID: CO 45

Date Issued: March 2026

Job Purpose

The postholder will act as the Statutory LGPS Senior Officer for the Greater Gwent (Torfaen) Pension Fund. Reporting to the Strategic Director of Resources (S151 Officer), the postholder will provide strategic leadership, set priorities and policy direction for all Pension Fund related matters, and ensure alignment with the Fund's Investment Strategy, Funding Strategy, and overarching governance framework. The postholder will manage a large and diverse team responsible for delivering the service to the Fund's 67,000 members. The postholder will also represent the Fund at regional and national forums, contributing towards Wales-wide LGPS collaboration, and ensure compliance with statutory guidance, the Scheme Advisory Board's Good Governance Review, and CIPFA requirements.

Principal Accountabilities and Responsibilities

- Lead the development, delivery, and monitoring of the Fund's investment strategy, working with advisers, the S151 Officer, and the Pension Fund Committee
- Act as LGPS Senior Officer, ensuring full compliance with Good Governance requirements and statutory reporting obligations
- Lead Fund business planning, budgeting and resourcing
- Oversee quarterly reporting to the Pension Fund Committee and Local Pension Board on investments, governance, administration, and employer activity

- Provide strategic oversight of investment performance and ensure effective stewardship and monitoring of the nascent Wales Pension Partnership Investment Management Company (WPP IM Co)
- Lead on the triennial actuarial valuation and ensure effective employer engagement and funding strategy implementation
- Oversee production of the Fund's Annual Report, Statement of Accounts, and statutory governance documents
- Build, foster and manage relationships with key internal and external stakeholders, including elected members, Fund employers, Independent Investment advisors, the Fund Actuary, Audit Wales, investment managers and WPP IM Co, ensuring effective representation of Greater Gwent interests across all primary functions
- Lead the administration of the Fund, including strategic development of systems, processes, and employer communications
- Oversee cashflow management and operational risk management across the Fund
- Ensure the Fund's training strategy for Pension Committee and Local Pension Board members meets legislative and CIPFA requirements.

Supervision and Management of People

Management of a Team of 30 staff delivering a full range of fund management and pension administrative services.

Resources/Equipment/Material

General

- To observe confidentiality in all aspects of work.
- To participate in the service area's supervision process and/or Corporate Appraisal process.

- To demonstrate a willingness to undertake training development and learning opportunities to improve skills.
- Comply with and support others to observe Health and Safety Act 2009 procedures and processes.
- To adhere to the terms of the Alternative Working Strategy should the post be eligible.
- To work within the Councils' policy and procedures in respect of equal opportunity, anti-discriminatory and anti-oppressive practices.
- To adhere to Data Protection principles whilst undertaking your duties and report data breaches to the data protection team at
- You are responsible for undertaking your duties in a manner which safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Designated Officer in your Service. You must raise any concern or allegation of abuse and neglect without delay.
- To accept that this job description may be periodically subject to review.
- To undertake any other duties and/or times of work as may be reasonably required of you, commensurate with your grade or general level of responsibility within the organisation, at your place of work or based in any other establishment.

PERSON SPECIFICATION



Position Title: Head of Pension Fund Management and Investment	Date:
For office use only	
Shortlisted By:	
Name of Candidate:	Date:

Please note you will need to meet the essential criterion to be invited for interview.

Requirements	Selection Method		
	Essential or Desirable	Score	Tested at Interview and/or Application Form
Education/Qualifications/Knowledge			
A relevant and recognised professional financial or pension related qualification	Desirable		Application Form
Extensive knowledge of the Local Government Pension Scheme or UK pensions, including governance, funding, and investment frameworks	Desirable		Application Form & Interview
Experience			
Over 5 years experience of managing a high volume finance related service, delivering high quality, efficient and complaint operations.	Essential		Application Form & Interview
Experience of planning, managing and delivering change through the effective deployment of resources	Essential		Application Form & Interview
Experience of building effective partnerships, working with employees, trade unions, elected members, stakeholders and external organisations	Desirable		Application Form & Interview
Skills and Abilities			
Ability to develop, plan, organise, prioritise and implement a range of complex activities across the whole Pension Fund service	Essential		Interview
Capable and proven track record of managing a large and diverse team	Essential		Interview
Strong leadership and change management skills, with experience managing multidisciplinary teams	Essential		Interview
Ability to effectively interpret and clearly present complex and technical information to a broad stakeholder base, including elected members	Essential		Interview
Excellent networking, communication and presentation skills to relate effectively to a wide range of stakeholders	Essential		Interview

Ability to successfully influence key decision makers, including elected members	Essential		Interview
Personal Attributes			
Ability to maintain impartiality, manage political relationships and maintain trust	Essential		Interview
Act with integrity, honesty and discretion whilst being willing to empower others	Essential		Interview
Ability to lead a diverse and capable team, with focus on maintaining and building a performance culture	Essential		Interview
Total Short Listing Score			

Score key: 0 = Not Met Criteria 1 = Fully Met Criteria