

**Avon  
Pension  
Fund**



Your pension, your future

# **Avon Pension Fund Pension Board**

Role and person specification for employer  
and member representatives

## Summary

The Avon Pension Fund appoints three member representatives and three employer representatives to the Avon Pension Fund Pension Board (the “Board”). In addition, it has appointed an independent Chairperson.

Each member will be bound by the Code of Practice governing senior public appointments, and will be required to observe the highest standards of impartiality, integrity and objectivity in relation to the service he/she provides to the Board.

## Roles and responsibilities

- Ensuring that the Avon Pension Fund is effectively administered and complies with relevant laws, regulations and codes of practice
- Representing the Board in contact with a range of stakeholders including: employers, members, the LGPS Scheme Advisory Board, the Pensions’ Regulator and the administering authority
- Pro-actively participating in meetings of the Board
- Adequately preparing for meetings and the wider role by ensuring that:
  - all circulated papers are read in a timely manner;
  - advice and clarification is requested promptly; and
  - own training needs are identified and are met through training courses
- Ensuring own understanding of roles and responsibilities and be fully conversant with the Board’s Terms of Reference
- Ensuring the Board has sufficient knowledge to consider all matters which come before them and capacity to undertake the role
- Ensuring the regulations around conflicts of interest/reporting are fully adhered to
- Acting in accordance with the seven principles of public life and relevant laws and regulations
- Actively report on the Board’s performance
- Acting in accordance with the Council’s Code of Practice for elected representatives and officers
- Acting with political impartiality and carries out the obligations of the Avon Pension Fund Pension Board irrespective of affiliations outside the Board

## **Person specification – experience and skills**

In order to operate effectively, the Board must have a mix of relevant knowledge and skills. It is not envisaged that each individual member will demonstrate all of the skills and experience separately, but applicants should be able to demonstrate the majority of those detailed below:

### **Experience**

- A positive and committed attitude
- Independence of judgment
- The capacity to bring a fresh, external view to oversight of governance
- A track record of personal achievement at a senior level
- Experience of service delivery including implementing change and risk management strategies
- Working with auditors and/or regulators in a public or private sector environment
- Experience of implementing good governance

### **Skills**

- Good communication skills across all levels
- Good interpersonal skills with the ability to provide constructive debate
- Sound knowledge and experience of implementing good governance practices in the public and/or private sector or both
- Good understanding of financial reports and accounts
- Ability to analyse and evaluate complex issues and information
- To understand the strategic importance of the Fund's policies

### **Training**

- Be willing and have the capacity to undertake training in order to fulfil the role and as outlined in the Training Policy

### **Strategic and policy context**

- Recognising and understand the role both the Board and Committee within the regulatory and Political environment
- A strategic and operational understanding of:
  - The Local Government pension Scheme and the local government environment
  - Legislation relating to Pension Schemes
  - Ongoing national debate on pensions
- Recognising the public accountability of the role

## **Terms and conditions**

The initial appointment will be for a period of four years.

Time commitment: This is expected to be 12 days a year (assuming 4 meetings a year). There will be more of a time commitment in the first year due to training requirements.

If applicable, your employer will need to allow you time to attend meetings and be fully committed to the role.

## Person specification evaluation – employer and member representatives

A table demonstrating the required criteria for employer and member representatives.

Criteria	Essential	Desirable	Measured by
<b>Knowledge:</b>			
<ul style="list-style-type: none"> <li>Understanding of LGPS</li> </ul>	Yes		CV
<ul style="list-style-type: none"> <li>Knowledge and understanding of pensions industry</li> </ul>		Yes	CV/I
<b>Experience:</b>			
<ul style="list-style-type: none"> <li>Experience of implementing good governance practices</li> </ul>	Yes		CV/I
<ul style="list-style-type: none"> <li>Experience of analysing and interpreting complex information and data</li> </ul>	Yes		CV/I
<b>Team working:</b>			
<ul style="list-style-type: none"> <li>Ability to work effectively with others</li> </ul>	Yes		CV/I
<ul style="list-style-type: none"> <li>Willingness to consider opinions of others</li> </ul>	Yes		CV/I
<b>Communication skills:</b>			
<ul style="list-style-type: none"> <li>Ability to articulate views and participate in discussions</li> </ul>	Yes		CV/I
<ul style="list-style-type: none"> <li>Good interpersonal skills and ability to write effectively</li> </ul>	Yes		CV/I
<b>Other:</b>			
<ul style="list-style-type: none"> <li>Capacity to fulfil role</li> </ul>	Yes		CV

Key: CV = curriculum vitae  
I = interview