

Person Specification for Pension Board Member

Post of: Pension Board Scheme Member/Employer Representative

Please ensure that this Person Specification are used as a guide when completing your application form. All the criteria below will be assessed via your application form; further methods will be used to support this in the interview stage. You are expected to use the application form to demonstrate, with examples, how you meet the person specification criteria below – a re-wording of the criteria listed will not guarantee an interview. Method of Assessment: A – Application, I - Interview

Knowledge	How Assessed - A, I
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Essential: Knowledge of the Local Government Pension Scheme as a Scheme Member or as an individual working for a participating Scheme Employer and capacity to represent Scheme Members or participating employers' views.

Desirable: Knowledge/understanding of the pension industry and regulations. Experience of / interest in pensions administration or finance.

Leadership	How Assessed - A, I
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Desirable: Ability to communicate the views of the LGPS scheme members and Scheme Employers to the Pension Board where relevant

Organisational Skills	How Assessed - A, I
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Desirable: The ability and confidence to deal with all matters before the Pension Board in an independent and free from bias.

Team working and relationship building	How Assessed – A, I
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Desirable: The ability to establish effective working relationships with other members of the Pension Board and supporting officers.

Communications	How Assessed – A, I
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Desirable: Excellent listening and questioning skills. Effective communication skills with the confidence to speak and write effectively and clearly. Computer literate with ability to undertake online learning and contribute/participate in online meetings, if required.

Other requirements	How Assessed – A, I
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Essential: A personal commitment to high standards of administration and governance. Willing and able to undertake regular training and attend four meetings per year.