

Lead Commissioner (Tier 4a)

Job Title	Lead Commissioner – Pensions and Investment
Salary Grade	Hay E
Directorate/Service:	Resources Directorate - Finance
Accountable to:	Tier 3 Strategy and Commissioning Manager
Accountable for:	A direct budget of ~£250k p.a, and a team of 4 direct reports
Politically restricted post	Yes
Commissioning teams:	Pensions and Investments

Context

You will play an active role as part of our commissioning team working in partnership with other Delivery Team Leaders to deliver our organisational outcomes.

You will support the Strategy and Commissioning Managers in achieving our organisational vision and outcomes. You will manage your team of commissioning resources to deliver on your commissioning plan and its objectives.

You will develop and maintain good working relationships with our range of key stakeholders including statutory partners, service providers, voluntary section and customers.

Specific role assignment

Commissioning responsibilities	<p>To ensure the appropriate governance, administration, and financial management of the Warwickshire Pension Fund.</p> <p>To direct and lead the development and delivery of the Warwickshire Pension Fund funding and investment strategies.</p> <p>To take the lead in ensuring day to day operations of investment and accounting matters for Warwickshire Pension Fund are effectively and efficiently managed, in line with national and County Council standards, service regulations and policies.</p> <p>To lead on pension fund risk and governance matters.</p> <p>To manage the commissioning of the pension fund administration function.</p>
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	<p>To ensure appropriate controls are in place in the delivery of pension fund activities.</p> <p>To lead on the planning and coordination of the triennial pension fund actuarial revaluations, working closely with the Pensions Administration team and fund actuaries in order to achieve the most appropriate outcome for the fund and its participating employers.</p> <p>Act as the council's technical expert on all matters relating to Pension Fund.</p> <p>To lead process amendments and other changes to ensure compliance with all relevant legislation</p> <p>To lead on the co-ordination and presentation of reports and advice to pension fund boards and committees.</p> <p>Represent the pension fund at national and international pension fund events.</p>
<p>Key business measures</p>	<p>Completion of pension fund valuation process meeting regulatory requirements and timescales</p> <p>Ensuring the investment portfolio is managed within delegated parameters and the investment strategy statement</p> <p>The production of unqualified pension fund accounts and a pension fund annual report to statutory deadlines.</p> <p>Ensuring the fund has high quality and timely data and that payments in and out of the fund are accurate and timely.</p>
<p>Specific experience</p>	<p>At least 3 years post qualification experience at a senior level.</p> <p>Extensive experience of investment management at a senior level for a complex organisation and a significant size of fund.</p> <p>Extensive experience of pension fund management at a senior level.</p> <p>A good working knowledge and understanding of the LGPS or an equivalent pension scheme.</p>
<p>Specific qualifications/and registration</p>	<p>CCAB qualified, or hold a professional investment qualification, for example CFA</p>

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Budget responsibility	<p>Direct cost centre management responsibility for a team budget of ~£250k p.a.</p> <p>Contributory responsibility for the management of:</p> <ul style="list-style-type: none"> • £2bn of investments • £80m p.a. of cashflows
FTE responsibility (line management)	A team of ~4 staff
Key stakeholder relationships	<p>Pension fund governance committees and boards</p> <p>Local authority committees</p> <p>Pension fund actuaries and external advisers</p> <p>Fund managers</p> <p>Pension fund systems providers</p> <p>Financial systems team</p> <p>Section 151 officer and AD Finance</p> <p>Legal Services</p> <p>Border to Coast Pension Partnership and the partner pension funds within it</p> <p>LAPFF, SAB, LGA, and other national organisations with involvement in the oversight and leadership of the LGPS</p>

Generic capabilities of the role

Generic Capability	Descriptor
Strategic thinking & planning	<ul style="list-style-type: none"> • Identification of business requirements against demand for the service(s) • Formulating short term (1 year) strategies and plans to meet demand for the service(s) • Use of insight, best practice and research to inform commissioning intentions and key business measures

- Contribute to the commissioning intentions, key business managers and plans based on demand for the short term (1 year)
- Develop the 1 year delivery plan in conjunction with the delivery teams
- Contribute to the development of policies
- Ensure that insight, best practices, market research and trends are considered in the commissioning intentions.

Generic Capability	Descriptor
Innovation & change	<ul style="list-style-type: none"> • Focus on new ideas, improvement and innovation • Problem solver

- Undertake periodic review(s) of commissioning intentions, outcomes and key business measures to identify areas of improvement

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- Support the development of options appraisals to assess the most suitable means of delivering the commissioning intentions
- Ensure the right provider is commissioned to achieve our objectives through a mixed economy of internal and external suppliers.
- Work in collaboration with the Operational Managers and Commissioning Support Unit, to put in place frameworks to monitor and manage quality performance of commissioned services.

Generic Capability	Descriptor
Finance & commercial	<ul style="list-style-type: none"> • Effective budget setting and monitoring • Contract negotiation and commercial partnership management • Quality monitoring and measurement • Oversight of contract set up, establishment and ongoing monitoring

- Manage budgets in line with commissioning outcomes, including commercial and trading targets
- Take action where the performance of providers is unsatisfactory
- Ensure compliance to the specific statutory, compliance, contract, practice and performance frameworks
- Support the Delivery Manager in contract set up, establishment and management
- Manage the decommissioning of contracts where applicable

Generic Capability	Descriptor
Influence & relationship management	<ul style="list-style-type: none"> • Relationship development and management • Influence and shapes the market • Collaborative working

- Support the development of key partnerships
- Support the shaping and influencing the market
- Support the co-production of commissioning strategies and intentions with key stakeholder groups
- Support any required consultation activities

Generic leadership competencies

Capability	Descriptor
People Management	<ul style="list-style-type: none"> • Workforce development • Workforce planning

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- Recruit and ensure effective on-boarding of team members
- Retain and attract the required capabilities of the team through effective talent management
- Set and deliver stretching performance objectives
- Undertake annual appraisals with the team
- Undertake regular 1:1 sessions throughout the year to review performance against objectives
- Manage and support teams through organisational change

Capability	Descriptor
Management of resources & planning	<ul style="list-style-type: none"> • Monitors the service performance framework • Ensure best use of resources • Ensure effective service design • Oversight of budget

- Plan, task, deploy and co-ordinate resources to meet changing commissioning needs as required
- Monitor, plan and review team outcomes ensuring delivery of personal and team objectives
- Hold regular meetings to inform teams of plans, priorities, budgets and expected outcomes
- Identify the capacity of the delivery team through effective workforce planning.
- Develop and implement integrated working across teams

Capability	Descriptor
Organisational leadership & resilience	<ul style="list-style-type: none"> • Deals with performance issues • Maintains business continuity • Role model of how we work principles

- Maintain business continuity in the event of service disruption
- Effectively addresses performance issues within the team
- Enable the team to work in a high performance culture
- Act and operate corporately across WCC adopting the one council approach
- Act as a positive role model for WCC's values and behaviours at all times
- Represent the interests of the Council on external bodies and networks

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WCC values and behaviours

The post holder must be able to demonstrate that they role model the WCC values and behaviours.

Our Values – The Warwickshire DNA



High performing



Collaborative



Customer focused



Accountable



Trustworthy

Our Behaviours



do what we say



move with purpose and energy



focus on solutions



help people and communities to find their own solutions



build strong working relationships



be the best we can be

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Strategy... the direction we will take to achieve our outcomes



Plan... what we will do to achieve the strategy



Commissioning... the process of how we will plan, purchase and monitor our services



Strategic Commissioning... the process for understanding, planning and delivering services to achieve the best outcomes



Operational Commissioning... the process for meeting need at an individual level or to a specific group



Delivery... providing services to our customers

