**South Yorkshire Pensions Authority**

**Employer Representative – Local Pension Board**

**Role Profile**

**Role Purpose**

The role of Employer Representative for the Local Pension Board (LPB) was established to assist the Scheme Manager in ensuring that the scheme complies with legislation relating to its governance and administration in line with the Public Sector Pension Scheme Act 2013, the Local Government Scheme (LGPS) Regulations 2013 (As amended) and any requirement of The Pensions Regulator.

**Responsible to:**

The Authority.

**Liaison with:**

Chair, Vice Chair and Members of the Local Pension Board, Officers, members of the Authority, and the Independent Adviser.

**Principal Duties and Responsibilities**

1. Attend and actively participate in meetings of the Local Pension Board to include four meetings per year.
2. Actively promote good governance and the role of the LPB within the Authority and externally.
3. Along with other members of the Board, carry out the role and responsibilities of the Board in accordance with the Local Pension Board Terms of Reference attached.
4. The above will include supporting the LPB in planning the annual work cycle and completing an annual effectiveness review and production of the Board’s annual report.
5. Attend and participate in training events held for Board members including core online training, attendance at internal training and seminars following meetings and attendance at an annual member training day.

**Knowledge, Skills, and Experience**

The ideal candidate for fulfilling the role of Employer Representative of the Local Pension Board will be able to demonstrate:

1. To be able to interpret, assess and where necessary critique management information and reports.
2. To be able to make objective recommendations, ensuring that you are always working in the best interests of the Scheme Members.
3. To already possess or show an aptitude to develop a sound knowledge and understanding the LGPS Regulations and The Pension Regulator’s Code of Practice

The following would be desirable:

* Knowledge and experience of governance or management of pension schemes.
* An awareness of key aspects of the administration of the LGPS.
* Prior experience of Board work.

**Personal Attributes**

1. Highly developed interpersonal and communication skills.
2. Open-minded and impartial with ability to think critically and articulate an objective view.
3. Able to influence, persuade, question and challenge existing practice.
4. High ethical standards and commitment to both the Nolan Principles of Public Life and the Authority’s organisational values:
	1. Honest & Accountable
	2. Professional
	3. Progressive
	4. Empowering
5. Willing to formally agree to observe the SYPA’s Member Code of Conduct.

**Other**

The successful candidate **must not**:

1. Have been a member or employee of the Authority at any time during the last 5 years.
2. Be closely associated with anyone who is or has been a member or employee of the Authority in the last five years.
3. Have any significant business dealings with the Authority.
4. Have any criminal convictions or be an undischarged bankrupt.

**Remuneration**

* This is a voluntary position. An Employer Representative member allowance will be paid, and travel expenses reimbursed, in accordance with the Authority’s Members Allowance scheme. The Allowance for this role is currently £2,808.00 per annum.

**Additional Information**

* Employer Representative appointments are for a maximum of three terms of 3 years each.
* Board meetings are held at Oakwell House, Beevor Court, Barnsley, S71 7HG.
* Board meetings are held in April, August, November, and February, usually on a Thursday morning, starting at 10.00am.
* Candidates will be interviewed prior to recommendation for appointment.
* The appointment will be confirmed at a meeting of the Local Pension Board.
* For further background, please refer to our website at: [Governance (sypensions.org.uk)](https://www.sypensions.org.uk/About-us/How-we-are-governed/Governance)