**Role Profile** 

**SECTION 1** **Brief Description**

Role Title: Director

Reports to: The Pensions Authority

Team/Service: Senior Management Team

Grade: N

Profile updated: March 2025

**SECTION 2 Job Family Description**

The role profile describes the general nature of the work performed at this level. It is not intended to be a detailed list of all duties and responsibilities that may be required. The role will be further defined by annual objectives, which will be developed with the role holder. SYPA reserves the right to review and amend the job families on a regular basis.

**SECTION 3 Role Purpose Including Key Outputs**

To provide

* Leadership and direction to all the Authority’s functions
* Strategic advice to the Authority as its principal policy adviser
* The “tone from the top” reflecting the culture and values of the organisation.
* Coordination of the activities of the Authority’s various functions.
* Input on behalf of the Authority to develop the strategic direction of the Border to Coast Pensions Partnership.
* Impetus to the delivery of the Corporate Strategy and continuous improvement in the quality of the Authority’s services.

To be accountable for:

* Delivery of the Corporate Strategy
* The performance of the organisation
* The maintenance of the control environment in line with the expectations set out in the Pensions Regulator’s General Code
* The compliance of the organisation with the both the Local Government Pension Scheme regulations and the Pensions Regulator’s General Code

**SECTION 4 Team Context**

The Senior Management Team provides leadership and direction to all aspects of the Authority’s work and is accountable for the delivery of the Corporate Strategy and specific operational performance targets in line with agreed budgets. Individuals within the Team are additionally accountable for the delivery of specific elements of the Authority’s services.

The Director is responsible for leading the Senior Management Team and coordinating its activities.

**SECTION 5 Line Management**

The role is responsible for the direct line management of three Assistant Directors including appraisal, performance review and personal development in line with the Authority’s policies.

**SECTION 6 Role Summary**

Roles of this nature are responsible for the development and setting of strategy working closely with elected members, senior management colleagues, independent advisers and external partners. They provide leadership and direction to the wider management team and the whole organisation and act as the face and voice of the organisation in key partnerships, and on occasion to the wider local government sector and/or pension industry. They are responsible for the setting of priorities and allocating resources between projects and programmes of activity. Their time horizon is several years ahead, and they need to maintain an awareness of the external environment and its impact on the organisation to ensure that forward planning addresses the right issues.

The Director is the Authority’s Head of Paid Service for the purpose of the Local Government and Housing Act 1989 and fulfils the role of Clerk under the terms of the Local Government Act 1985.

**SECTION 7 Budget Responsibility**

The direct operational expenditure budget of the Authority is c. £8.3m, with c. £70m of investment management costs charged directly to the Pension Fund. Day to day management and decision making in relation to the budget is delegated to the Assistant Directors, but the Director is accountable for the overall financial performance of the organisation. In addition, the Director is responsible for the overall stewardship of the Pension Fund’s £11bn+ investment assets.

**SECTION 8 Representative Accountabilities**

**Analysis, Reporting & Documentation**

* Provide advice and guidance to Elected Members on strategic issues and service impact.
* Ensure a risk management culture, which does not stifle innovation, is embedded within the Authority.
* Provide regular reporting on the performance of all the Authority’s services and on delivery of the Corporate Strategy for elected members and other stakeholder groups.

**Service Delivery**

* To provide clear, visible, professional leadership to support a culture that drives continual improvement, efficiency, and customer satisfaction across the whole organisation.
* To work collaboratively with the other members of the Senior Management Team and Elected Members to ensure the Authority’s vision, priorities and values are actively promoted and delivered.
* To personally ensure the delivery of agreed key projects.

**Planning & Organising**

* To allocate resources to ensure delivery of the Authority’s required performance standards and Corporate Strategy projects.
* To lead the Authority’s long-term planning, and the development and implementation of strategies, frameworks, systems, and procedures to drive organisational and cultural change and ensure continuous improvement of service delivery.

**Work with others**

* To chair the Authority’s Investment Advisory Panel, ensuring that elected members are fully aware of the Panel’s views when making decisions.
* To manage the strategic aspects of the Authority’s involvement in the Border to Coast Pensions Partnership including participation in the Senior Officer Group and attendance at Shareholder and Joint Committee meetings (the latter in support of the Chair).
* To act as an ambassador for the Authority within the Local Government Pension Scheme and wider pensions industry.

**People Management**

* To ensure the performance and development of others is managed effectively, having regard to delegation and levels of accountability.

**Organisational**

* Values – To uphold the values and behaviours of the organisation in self and others.
* Equality & Diversity – To work inclusively, with a diverse range of stakeholders, and promote equality of opportunity.
* Health, Safety & Wellbeing – To maintain high standards of Health, Safety and Wellbeing at work and take reasonable care for the health and safety of self and others. To have regard to and comply with the safeguarding policy and procedures as appropriate.

**SECTION 9** **Education, Knowledge, Skills & Abilities**

* Degree or equivalent, or significant vocational experience showing development in a series of progressively more demanding relevant work/ roles either within the financial services / investment management industry or the pensions industry / local government pension scheme.
* Outstanding interpersonal skills with an ability to communicate effectively with a wide range of people and organisations.
* Highly developed analytical, problem solving and negotiating skills with the ability to produce practical and creative solutions to ensure the achievement of corporate and strategic objectives whilst managing risks effectively.
* Successful track record of leading organisational change from inception to delivery.
* Evidence of strategic vision, leadership and management.
* Proven skills of effective partnership working with key stakeholders.
* Knowledge of major legislative and other current issues facing the local government pension scheme.
* Demonstrates highest standards of integrity and personal commitment to the values and principles of public service.

**SECTION 10 Specific Qualifications and/or Experience**

* A relevant professional qualification is desirable.
* Experience of working within the broader pensions industry is essential, while experience of doing this in a public sector scheme such as the Local Government Pension Scheme is desirable.

**SECTION 11 Values expected to be demonstrated at all times**

HONEST & ACCOUNTABLE:
Telling it like it is and taking responsibility for our actions even when we have made a mistake.

PROFESSIONAL:
Being highly skilled and competent and managerially applying rationality to decision making processes.

PROGRESSIVE:
Welcoming of change, while taking sensible risks and learning from our mistakes and from others.

EMPOWERING:
Providing the freedom for individuals to identify and implement solutions to problems.

**SECTION 12 Management Behaviours Expected to be demonstrated at all times**

| ***Management Behaviours*** | ***Demonstrated by:*** |
| --- | --- |
| We model positive behaviours to each other and to all staff | * We regularly offer encouragement and praise for positive behaviours.
* We challenge inappropriate and unacceptable behaviour.
* We give and receive authentic feedback.
* We hold staff to account for their performance.
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| We take responsibility for improvement - within a clear framework | * We get on with making improvements and changes rather than wait for permission (within a clear advice frame that sets out what we can get on with and what we can’t).
* We trust people to do their job, we don’t micromanage.
* We give a heads up when we plan something new, we speak up early when there is a problem or when things aren’t going well.
* When something doesn’t go well, we look for what we can learn and what we can do differently next time.
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| We all get behind a common goal | * We have a clear vision that sets out what our goals are and clear priorities which set out what our most important changes are.
* We make the time to understand what we need to do to contribute to that vision.
* We work together across the organisation and contribute to the organisation as a whole.
* We challenge and question rumours and use discretion in sharing what gets discussed amongst managers.
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| We involve and engage people in decisions that will affect them | * We keep people in the loop about things that will affect them.
* We seek and value the opinion of the people we manage and of other teams.
* We take the time to set out plans then listen to the concerns and recommendations of those involved as to how we can strengthen those plans.
* We communicate regularly and clearly to all staff.
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***South Yorkshire Pensions Authority is an equal opportunity employer and values diversity.***