

Head of Pensions and Payroll

Department:	Treasury and Exchequer	
Section:	Finance Hub	
Reports to:	Director of Finance Hub	
JE Ref:	STE1053.1	
Grade:	CS15	JE Date: 19/07/2023

Job purpose

The role will drive effective stakeholder management between the Government of Jersey and the governing Pension Boards of the public service pension schemes, ensuring effective and efficient delivery of pension services. The role will also lead effective stakeholder management across Government to provide a timely and accurate payroll service for the Government of Jersey.

The role will develop the pension administration and communication strategies to achieve the objectives set by the Pension Boards and the States of Jersey. The role will also lead on the development of public service pension policies and be the trusted pension expert relating to public service pensions including requirements for Public Sector Transfer Club (PSTC), taxation of pensions and international pension arrangements.

The postholder will lead on projects and governance arrangements for the Public Employees Pension Fund (PEPF) Committee of Management and the Jersey Teachers Superannuation Fund (JTSF) Management Board. The role will also ensure that contracts with advisers and software providers provide both excellent service and value for money. The postholder will lead the public service pension administration and payroll service and be trusted expert in government.

Job specific outcomes

1. Lead the development and implementation, in consultation with Pension Boards, a comprehensive public service pension strategy, including the provision of advice on the implications of regulations and best practice and developments in the industry.
2. Lead the support to the Public Employee Pension Fund (PEPF) Committee of Management and Jersey Teachers Superannuation Fund (JTSF) Management Board and their respective sub committees and leading of the delivery of pension projects and governance.
3. Provide insights to the Pension Boards, Executive Management Team, States Employment Board, and similar committees/boards on the public service pension funds and payroll, including pension trends, financial and non-financial risks, admitted body covenants and other information that might impact the States of Jersey.
4. Lead the development of the Government's payroll service to ensure effective financial control through standard operating processes. To initiate and lead system developments to deliver a

modern payroll service with effective financial reporting and efficient and accurate processing capabilities.

5. Build and maintain a strong relationship, as a trusted pension and payroll expert, through clear and consistent two-way communication with key stakeholders. To encourage and enable regular liaison with advisers, admitted employers, service departments and members to ensure all service improvements are identified and advise on measures required to the Pension Boards and Government of Jersey.
6. Take responsibility for maintaining an up to date technical knowledge of international pension requirements, Jersey and overseas tax requirements and the Public Sector Transfer Club (PSTC) as they relate to public service pension provision in Jersey and ensuring of pension communications provide suitable protection for the Government's administration of the public service pension schemes.
7. Manage relationship with the Office of the Channel Island Financial Ombudsman with regard to the development and operation of pension complaints relating to the public service pension schemes.
8. To direct strategy, supervise, manage and scrutinise the work the Public Employees Pension Team (PEPT), work with Law Officers Department, external advisers and employers to deliver appropriate procedures for the efficient and effective handling of all pension administration tasks including the regular review, monitoring and audit of processes, both internal and externally by admitted employers.
9. Preparation of responses in consultation with the Pension Boards for written and oral questions raised by States members. Attendance at meetings with the States Employment Board, Risk & Audit Committee and Comptroller and Auditor General (C&AG) as required.
10. Represent the Government public service pension service at regional, professional or other external meetings relating to pensions and payroll.
11. Take responsibility for your own and the team's professional development, ensuring appropriate mechanisms are in place for employee appraisal, influence the progression of learning and development plans, contributing to the continuous improvement and professionalism of a team of multi-functional staff.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Services (TIER 1,2 and 3 jobs only-DELETE if not applicable)

- Report to the Director of Finance Hub

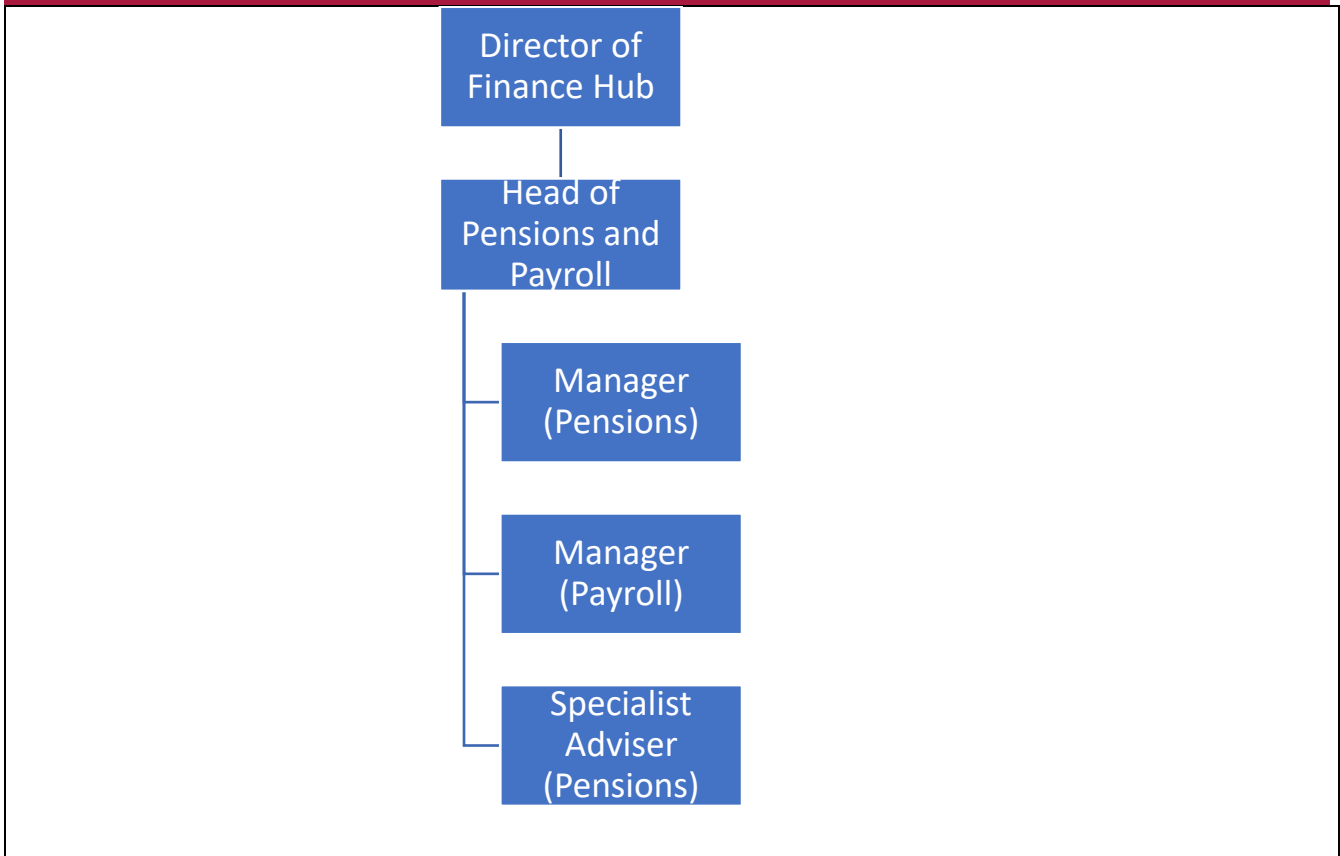
- Deputise for the Director of Finance Hub at various customer-facing forums on a regular and/or ad-hoc basis and represent the States at relevant member level meetings and local and national forums, including States Employment Board, Executive Management Team, Risk and Audit Committee Regular communications with Pension Boards, employers and departmental stakeholders - upskilling, influencing, ensuring regular consistent reporting is provided.

Organisational structure

Government Departments



Organisation chart



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications</p> <p><i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Educated to degree level;</p> <p>Qualified Accountant or equivalent with specialist knowledge in a relevant discipline (e.g. Pensions or Payroll)</p> <p>Member of the Pension Management Institute or comparable institute/body.</p> <p>Management or leadership qualification or relevant experience</p>	
<p>Knowledge</p> <p><i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Advanced knowledge of:</p> <p>Key pension risks faced by organisations, their sources, nature and strategies for their mitigation.</p> <p>Pension/Payroll/Finance legislation, tax and overseas legislation as it relates to the role.</p> <p>The activity and processes of the public sector including interaction between ministers and officials.</p> <p>The Policy process and the role of Finance in policy development and execution</p> <p>The role of Finance in maintaining accurate data and systems as appropriate to the role</p> <p>Statutory, management, financial and performance reporting as it relates to this role</p>	<p>Knowledge of;</p> <ul style="list-style-type: none"> • The Policy process and the role of Finance in policy development, execution and realisation • In-depth understanding of Public Employees Pension Law and Public Finance Law and regulations in relation to pensions and finance.

<p>Technical / Work-based Skills</p> <p><i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>The role requires strong awareness of the pensions market, economic forecasts and financial investments and strong relationships with relevant external bodies and experts to be able to develop and implement Pension strategies.</p> <p>Computer literate with ability to operate the Microsoft Office package, including O365 and other financial software packages and experience in the development of complex spreadsheets</p> <p>Ability to deliver a Pension Strategy, aligning it with the organisation's Corporate Plan and long-term objectives.</p> <p>Analysis and clear presentation of data to support appropriate pension and payroll strategies and policies at a ministerial and corporate level.</p> <p>Experience working with actuarial advisers, employers and custodians. The ability to research best practice and alternative models for pension management and delivery in order to make recommendations for change.</p>	
<p>General Skills/Attributes</p> <p><i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Strong relationship building skills with the ability to also work independently and autonomously.</p> <p>Good planning and organising skills to generate medium and long-term strategies for the relevant areas of responsibility.</p> <p>Ability to lead, motivate and manage teams to facilitate achievement of high delivery and performance and manage poor behaviour.</p> <p>Excellent verbal and written communication skills.</p> <p>Ability to produce written materials (e.g. letters, reports, discussion papers and proposals) to a high level for presentation to a variety of audiences, including Scrutiny Panels and Government Ministers.</p> <p>Ability to communicate confidently and effectively, to stakeholders, including</p>	

	<p>politicians and Senior Management and deliver key messages at a suitable level</p> <p>Ability to influence and persuade a wide range of stakeholders in and outside the department.</p> <p>Highly resilient, maintaining effectiveness under significant pressure</p>	
<p>Experience</p> <p><i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Significant senior leadership role in a similar role.</p> <p>Experience leading, inspiring and developing teams (obtained by a combination of professional experience and more formal management training)</p> <p>Experience in public sector or pension governance arrangements</p> <p>Experience setting Pension/Payroll/Finance strategies.</p> <p>Experience of delivering a framework or strategy, assessing compliance, and communicating this to key stakeholders.</p> <p>Experience of leading the interface with external stakeholders.</p>	

Personal Attributes

Delete as appropriate:

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 1 to 3 core accountabilities, attributes and behaviour indicators.