

## Kent County Council

### Job Description: Pensions Project Manager – Continuous Improvement

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<b>Directorate:</b>	<b>Chief Executive's Department – Finance</b>
<b>Unit/Section:</b>	<b>Pensions &amp; Treasury / Projects</b>
<b>Grade:</b>	<b>KR10</b>
<b>Responsible to:</b>	<b>Senior Pensions Programme Manager</b>

#### **Purpose of the Job:**

The key purpose of this role is the implementation of service improvements for the Kent Pension Fund so that they become business as usual. The role requires the undertaking and management of projects that test, deploy, implement and embed new working practices to the benefit of Kent Pension Fund and its stakeholders. These projects will make best use of technological advances and will seek delivery efficiencies within pension administration systems.

Develop, support, monitor and review activity of all projects within Pensions & Treasury service. Provide support and advice to colleagues, in order to deliver effective project implementation in line with budgets and timescales. Monitor the implications of legislation and local and national initiatives which may impact on Kent Pension Fund's commissioning activity, services, scheme members and Employers.

#### **Main duties and responsibilities:**

1. Engage and educate colleagues on the new ways of working, so that they know what the new working practices are, what to do and how, so that new working practices and processes are imbedded as part of business as usual. Provide training and support as required, to ensure the service improvements become part of business as usual, are adopted and taken as new responsibilities by others.
2. Project Manage and deliver a range of projects for Kent Pension Fund at all stages of the project cycle, including project initiation, planning, management and consultation, in order to support the Fund in delivering on its key ambition of providing a best in class service.
3. Prepare business cases and project plans, monitor and evaluate the progress of projects.
4. Develop and implement contingency plans where required, escalate project concerns and pre-empt possible obstacles to delivery, seeking options to resolve where possible.
5. Monitor and deliver activity in order to ensure that overall project objectives are met. Maintain regular and effective communication with colleagues to ensure that informed decision-making takes place.
6. Provide support in the monitoring of project budgets to ensure tight financial control and the effective use of resources.
7. Promote the project at an operational level to ensure full user and stakeholder participation in the development of appropriate initiatives.
8. Create new partnerships and maintain existing partnerships with other local and national organisations, to broaden the scope of the project through best practice and information exchange.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	NVQ 4 to 5 or equivalent and full professional qualification and/or relevant experience in delivering improvement projects for pension funds.
<b>EXPERIENCE</b>	Project management experience within Pensions. Experience of working collaboratively to deliver complex projects. Direct experience of work involving analysis or review. Experience in resource management. Experience of presenting reports and participating in meetings with senior management
<b>SKILLS AND ABILITIES</b>	Excellent communication skills (both verbal and written) to communicate with people at all levels · Excellent presentation and negotiation skills · Ability to think creatively and strategically · Ability to manage and deliver change· Ability to challenge accepted ways of working · Excellent organisational and co-ordination skills · Ability to meet strict deadlines and targets · Ability to effectively plan and implement projects · Project initiation, implementation and evaluation skills
<b>KNOWLEDGE</b>	Good working knowledge of LGPS and its regulatory framework. Good working knowledge of pension administration platform (such as Altair). Knowledge of Pension Employer systems. Expert knowledge of pensions administration operations.
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile  <b>Curious</b> - constantly learning and evolving  <b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all  <b>Working Together</b> - building and delivering for the best</p>

	<p>interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>
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