

Kent County Council

Job Description: *Pensions Local Government Reorganisation Project Manager*

Directorate:	Chief Executive's Department
Unit/Section:	Finance / Pensions section
Grade:	KSI
Responsible to:	Senior Governance and Programme Manager (Pension Fund)

Purpose of the Job:

The Pensions Local Government Reorganisation (LGR) Project Manager will manage and coordinate Kent Pension Fund's project activity related to changes to local government bodies within Kent. The role ensures that the Kent Pension Fund remains compliant, operationally ready and effectively engaged with employers and scheme members affected by reorganisation. The role includes planning, stakeholder engagement, risk management, data and systems integration and ensuring the smooth transition of employers, scheme members, cashflows and liabilities.

The postholder will act as the central point of project coordination, ensuring the Fund responds efficiently to all operational, regulatory, and governance implications of LGR. The post holder will be required to liaise with Senior Officers, Members of the Fund's Board and Committee and a broad range of stakeholders, internal and external to KCC. The Project Manager will track progress and identify solutions to reduce obstacles to delivery, ensuring the Fund's resources are appropriately allocated and utilised.

As with other senior roles within Kent Pension Fund, this role may involve direct line management responsibility for others, in terms of LGR project support.

Main duties and responsibilities:

1. Project Management

- Manage the delivery of the LGR project on behalf of the Kent Pension Fund.
- Communicate resource requirements to the Senior Management Team to enable delivery.
- Develop and maintain programme planning documents to manage milestones, timelines, and interdependencies.
- Support alignment of the Fund's LGR activities impacting pensions administration, pensions governance, the Fund's employers and scheme members.
- Establish and maintain robust project governance, including decision logs, dashboards, and escalation routes.
- Use data analysis tools and systems to monitor progress within different workstreams.
- Manage and monitor procurement activity, commissioning and the processing of orders related to the Fund's preparations for LGR. This will include the processing of purchase transactions and invoices, and monitoring expenditure.
- Line management responsibility for direct reports (if required), where these team members are providing project support for LGR.

2. Stakeholder Management

- Work with the Fund's Senior Management Team and external providers to support project delivery.
- Manage the communication with affected employers, including councils, schools, and academies impacted by the reorganisation.
- Work collaboratively with external advisers (such as actuaries, legal advisers, software providers) to ensure timely and accurate delivery.
- Prepare and present project updates to senior stakeholders, including the Pension Fund's Committee and Board.
- Facilitate workshops, briefings, and training for employers and internal teams as required.

3. Data, Systems & Operational Readiness

- Map out data requirements linked to mergers, TUPE transfers, and organisational changes.
- Monitor the accurate transfer of employee, payroll, and membership data into the Fund's systems.
- Work with the pensions administration system supplier to ensure processes and coding align with the new employer structures.
- Ensure operational procedures, workflows and team responsibilities are updated and tested ahead of implementation.
- Support continuous improvement and foster innovation to embed quality assurance and enable project efficiencies.

4. Regulatory & Governance Compliance

- Manage the interpretation of LGPS regulations, MHCLG guidance and actuarial requirements associated with employer reorganisation.
- Support reviews related to funding, employer contributions and covenants to identify implications for the Fund.
- Support activity related to new employer setups, closures, and liability movements.
- Maintain records, audit trails and document compliance/evidence to meet internal and external assurance requirements.

5. Risk, Issues & Change Management

- Ensure maintenance of the Fund's LGR programme risk register and ensure mitigation strategies are in place.
- Identify and escalate issues/challenges that may impact service delivery, funding, compliance, or reputation.
- Support change management activities, including team member training and communication plans.
- Ensure the Fund is operationally ready on go-live and support post-implementation review.

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.

Kent County Council

Person Specification: *Pensions Local Government Reorganisation Project Manager*

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.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> Educated to Level 5 in project/programme management or equivalent, and/or proven ability to deliver the requirements of the post.
EXPERIENCE	<ul style="list-style-type: none"> Extensive experience in complex project/or programme management Strong understanding of organisational restructuring and business change. Excellent stakeholder management skills, with the ability to communicate clearly and confidently at all levels. Previous experience presenting reports to Boards/Committees, Trustees or senior officers/senior leadership teams. Experience developing governance frameworks for multiple workstreams. Ability to work independently, manage competing priorities, and oversee technically complex activity. <p><u>Working towards:</u></p> <ul style="list-style-type: none"> Project experience within the local government/or the pensions sector. Experience in financial monitoring and management.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Excellent communication skills (both written and verbal) with people at all levels Must have a collaborative and partnership-focused approach. Excellent organisational and co-ordination skills Ability to meet challenging deadlines and targets High level of accuracy and attention to detail.
KNOWLEDGE	<ul style="list-style-type: none"> Knowledge of Microsoft Office applications including Outlook, Word, Excel, Teams and PowerPoint Awareness of the Local Government Pension Scheme (LGPS) Awareness of Local Government Reorganisation Working knowledge of the LGPS
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> We are brave. We do the right thing, we accept and offer challenge We are curious to innovate and improve We are compassionate, understanding and respectful to all We are strong together by sharing knowledge

- We are all **responsible** for the difference we make

Our values enable us to build a culture that is:

Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile

Curious - constantly learning and evolving

Compassionate and Inclusive - compassionate, understanding and respectful to all

Working Together - building and delivering for the best interests of Kent

Empowering - Our people take accountability for their decisions and actions

Externally Focused - Residents, families and communities at the heart of decision making