

## **Job Description: LGPS Training and Development Adviser**

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**Reports to:** Senior Training and Development Adviser

**Directorate/team:** Deputy Chief Executive / Pensions

**Grade:** Grade 6

### **Job Purpose:**

To develop, co-ordinate and deliver high quality training to pension administrators, scheme employers, elected members and local pension board members.

To provide LGPS administrators and scheme employers with the appropriate specialist advice and information to enable them to discharge their duties in all areas related to the LGPS and compensation matters.

To assist the Senior LGPS Training and Development Adviser in identifying, developing and supporting appropriate pension qualifications to support the sector with its recruitment and retention challenges.

To develop innovative web-based training solutions.

### **Core Accountabilities:**

1. To lead on the delivery of assigned projects within resource and budget allocations that deliver the LGA's business plan and help LGPS administering authorities and employers meet their challenges and priorities.
2. To develop networks and partnerships that are of value to the LGA and work to maintain a positive reputation for the LGA with LGPS employers, LGPS administering authorities, central government and stakeholders.
3. Lead/work as part of a team, building a culture of flexible and collaborative team working to ensure that the LGA meets its business objectives and responds effectively to new or changing requirements.

4. As directed by the Senior LGPS Training and Development Adviser, commission resources to supplement the LGA core resources in terms of capacity and expert knowledge. Follow agreed procurement processes within budget allocations.
5. Model the LGA's values and work in accordance with health and safety, equality, diversity and inclusion, and environmental policies.
6. Undertake any other duties and responsibilities appropriate to the post.

**Specific Accountabilities:**

1. Maintain an expert knowledge of the LGPS in England and Wales, and Scotland, Government Actuary's Department guidance, overriding legislation and case law which affects the administration of the LGPS.
2. Research, analyse and interpret legislation to provide specialist advice to individual LGPS administering authorities and employers on a range of pension and compensatory issues.
3. Lead the delivery of assigned projects within resource and budget allocations that deliver the Local Government Association's (LGA) business plan and help LGPS administering authorities and employers meet their challenges and priority outcomes.
4. Lead on the development and maintenance of a collection of accurate, clear and accessible training materials for LGPS practitioners, scheme employers, elected members and local pension board members.
5. Plan, manage and deliver training for LGPS administrator, scheme employers, elected members and local pension board members. Do this using a variety of formats including online courses, written guides, virtual and in person presentations and seminars.
6. To assist the Senior LGPS Training and Development Adviser to identify, develop and support appropriate national pension qualifications to support the sector with its recruitment and retention challenges.
7. To assist the Senior LGPS Training and Development Adviser in the planning and delivery of an annual training programme that meets the needs of LGPS administering authorities and employers.
8. To assist the Senior LGPS Training and Development Adviser in the delivery of an annual LGPS conference.

9. To develop, co-ordinate and deliver all aspects of pensions training within resource and budget allocations.
10. To create qualification course material and assessments, organise and deliver tutorials, liaise with the qualification provider and students, as appropriate, and any other qualification work as directed by the Senior LGPS Training and Development Adviser.
11. To contribute to maintaining the LGPS websites.
12. To undertake any other reasonable duties as may be required commensurate with the level of the post.
13. To deputise for the Senior LGPS Training and Development Adviser, as required.

**Relevant contacts:**

LGA principal pensions adviser  
LGPS administering authorities  
LGPS employers  
LGPS national technical group  
Elected members and local pension board members  
MHCLG officers  
Members of the Local Government Pension Committee  
LGPS Scheme Advisory Boards (SABs)  
HMRC  
Pensions Management institute (PMI)  
Actuarial firms

## Person Specification: LGPS Training and Development Adviser

### Knowledge and experience

- Expert knowledge and practical experience of the LGPS, related compensation regulations, associated overriding legislation, case law and guidance from regulatory bodies.
- Experience in delivering training using a variety of innovative formats.
- Experience in creating and delivering clear, accurate and accessible training, ideally to pension practitioners, scheme employers, elected members and local pension board members.
- Experience in providing clear and accurate LGPS technical support and communications to pensions practitioners and employers.
- Experience in developing and delivering LGPS related managed projects.
- Experience in creating, supporting or developing websites.
- Experience in managing relationships and dealing effectively with pension scheme employers, internal and external customers.

### Skills and abilities

- Excellent oral and written communication skills.
- Ability to understand, interpret and explain a wide range of complex legislation.
- Excellent IT skills to deliver the job accountabilities.
- A high level of numeracy to understand Government Actuary guidance and develop materials on the LGPS for national use.
- Strong analytical, research and problem-solving skills with ability to collect and integrate many sources of information.
- Ability to lead on projects and meet targets in respect of deadlines and resources.
- Able to deliver under pressure, prioritising work against competing demands to meet deadlines.
- Self-motivated and self-supporting.

- Ability to challenge accepted norms, adapt to new situations and prioritise workload and resources effectively.
- Ability to demonstrate sensitivity, discretion, tact, and diplomacy in working in a political environment.
- A team player, willing to work flexibly to meet changing priorities
- Ability to manage relationships and create and maintain credibility with the key LGPS stakeholders as a source of quality technical advice.

### **Other considerations**

- The job will involve attending events and other meetings across the UK and outside normal office hours. A flexible attitude to working hours and working away from the office and/or home is essential.