

## **Job Profile – Director West Yorkshire Pension Fund (D1)**

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**Department:** Office of the CEO  
**Responsible to:** Chief Executive Officer  
**Responsible for:** West Yorkshire Pension Fund (WYPF)

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**Job purpose** Lead the effective management of the West Yorkshire Pension Fund (Administration, Accounting and Investment), pursuing best practice and best value to deliver a high quality service.

Lead and develop the Shared Service Partnership which manages the administration of third party schemes, pursuing best practice and best value to deliver a high quality service to all participants.

Lead on all Treasury Management relating to Bradford Council.

Build, nurture and sustain effective multi-agency partnerships ensuring the delivery of needs-led integrated, joined-up, fit for purpose and responsive services.

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### **Corporate responsibilities**

1. Contribute to the strategic leadership of the Council by establishing, leading, developing and implementing effective strategies and plans that will deliver the Council's priority outcomes.
2. Create, encourage and role model a culture of achievement and service excellence through efficiency and continuous improvement.
3. Inform, support and advise Elected Members so that they can fulfil their executive, scrutiny and representational responsibilities.
4. Design and implement service delivery standards and performance criteria and develop and mature key performance data.

5. Champion employee engagement and experience ensuring Bradford Council is a great place to work and has an inclusive culture in which all staff have a voice and are supported in achieving their potential.
  6. Ensure effective, efficient and sustainable use and management of resources in accordance with Council Standing Orders and Financial Regulations.
  7. Ensure all decisions are based on sound risk management principles which comply with Council procedures and processes within its financial, legal, ethical and statutory frameworks.
  8. Take collective responsibility for the delivery of the Council's transformation programmes.
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### **Service focused responsibilities**

1. Ensure adequate decision-support techniques, processes and skills are in place with an emphasis on delivering the service across the full range of business activities, both internally and externally managed, and improving both investment returns and value for money.
2. Ensure financial reporting, audit and control mechanisms are in place for all activities, including external custody, and the budgetary monitoring and reporting system is effective and capable of meeting all cost and performance disclosure requirements.
3. Ensure all aspects of pension fund management function including:
  - Long Term Investment Strategy
  - Tactical Asset Allocation
  - Investment Policy Implementation
  - Investment Performance
  - Member services
  - Employer Services and Compliance
  - Financial Control
  - Governance and Business Development
  - Projects, Communications & IT
  - Reportingare effectively managed and delivered to the latest industry standards.
4. Ensure all requirements of the Local Government Pension Scheme Investment Regulations are met, including developing and revising the policy statements required, in accordance with the relevant guidance issued by the Secretary of State or the National Scheme Advisory Board.
5. Provide leadership, direction and professional advice to the Fund on investment policy, strategy and practice, in particular to the Investment Advisory Panel and Joint Advisory Group.

6. Promote the WYPF strategic vision to manage investments internally as part of the Northern Pool, based in Bradford, operating jointly with Greater Manchester and Merseyside, delivering a high quality service and excellent value for money.
7. Lead on the development of investment strategy to manage the portfolio with the objective of delivering the rate of return required by the actuarial valuation to ensure employer contributions are minimised, and maintained at as consistent a level as is possible.
8. Create and sustain effective working relationships with Northern Pool Partners, to promote efficient and effective joint working.
9. Be appointed as a director of Northern Pool joint venture companies, or other corporate structures as may be required from time to time, for the efficient management of investments within the pool, representing the interests of WYPF to the extent permitted by law.
10. Support the development and management of the Northern Pool to enable the Joint Committee to fulfil its role under the Investment Regulations and Statutory Guidance.
11. Ensure the principles of automation and digital by design run through the service's activities.

## Person specification – Director WYPF

<p><b>Qualifications</b></p>	<p><i>A professional, academic or management qualification or relevant professional experience</i></p> <p>Evidence of sustained personal and professional development</p>
<p><b>Knowledge and experience</b></p>	<p>Successful track record at a senior management level of achieving improved key priority outcomes in a comparable organisational context and environment</p> <p>Understanding of the legal, financial and political workings of local government and current best practice on tackling the kind of challenges that face local government services</p> <p>Extensive experience of working collaboratively in order to drive forward new and innovative approaches to both service development and delivery across all areas</p> <p>Extensive experience of successful financial management including budget formulation, financial planning, monitoring and control, within tight financial limits in a complex organisation</p> <p>Tangible evidence of guiding, motivating and developing people, to achieve high performance</p> <p>A track record of promoting and delivering positive solutions to achieve diversity, equality of opportunity and preventing discrimination</p>
<p><b>Skills</b></p>	<p>Ability to develop rapport and work effectively with a diverse range of people, consulting with, listening to and understanding varying needs</p> <p>Ability to form sound, evidence-based judgments, find solutions to complex issues and problems, assessing risks and taking responsibility</p> <p>High degree of self-awareness, with the ability to own mistakes and move quickly to develop contingency and / or mitigation strategies</p> <p>Ability to inspire, guide, motivate and develop people, to achieve high performance</p> <p>Ability to listen to and influence others, presenting information and arguments convincingly</p> <p>IT literate and able to manage information systems as necessary</p>

<b>Other requirements</b>	<p>Prepared to take an active role in the District affairs outside usual office hours, including weekends and holiday periods</p> <p>To participate in the Senior Leadership Team (SLT) Emergency Duty rota</p> <p>This post is subject to DBS requirements</p> <p>This post is politically restricted</p>
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<b>Completed by:</b>		<b>Date:</b>	
<b>Quality checked: (HR)</b>		<b>Date:</b>	