

JOB DESCRIPTION



Job title:	PCPF Investment and Governance Specialist
Campaign Type:	Concurrent
Payband:	B1
Pay range:	£36,500 - £40,500 per annum (pro rated) <i>(Appointment will normally be made at the minimum of the pay range)</i>
Team:	Finance, Portfolio & Performance
Section:	Members' Hub
Reports to:	Head of Trustee and Secretariat Services
Number of posts:	1
Hours:	Part time, 3 or 4 days per week
Contract type/ duration:	Fixed term for 12 months with possibility of extension/permanency
Issue date:	08/01/2019
Closing date:	09/02/2020

The House of Commons

The House of Commons and the Palace of Westminster are key elements of the UK Parliaments. Around 2,500 staff work behind the scenes at the House of Commons, supporting the democratic process in many different ways. We are politically impartial and take great pride in the vision and values which guide our work.

It takes a huge range of skills and experience to keep the House of Commons running, and we all contribute to supporting a thriving parliamentary democracy.

Team information

The Finance, Portfolio and Performance Team aims to provide efficient, accurate and customer-focused support to internal customers across the House of Commons. The business area includes a range of operational and specialist teams including The Members' Hub, Accounts Receivable, Accounts Payable, Continuous Improvement and the Enterprise Portfolio Management Office.

Job introduction

The Pensions Secretariat is part of the Members' Hub in the Finance, Portfolio and Performance Team. While the Members' Hub is responsible for a range of areas, this role would focus solely on supporting the Trustees of the Parliamentary Contributory Pension Fund (PCPF), the MPs' Pension Fund.

The successful candidate will provide professional and specialist pension support to the PCPF Trustees, particularly focusing on investment, environmental, social and governance (ESG) and responsible investment related matters. The person appointed will attend Trustee meetings and will be required to:

- Become an expert in ESG, and maintain that expertise by keeping up to date with the latest investment and opinions; this would involve desk research as well as attending conferences and seminars
- Work with the Secretariat in liaising with investment and legal advisers on ESG matters, writing papers and briefing material for the Trustees as required
- Working with advisers in relation to Trustee investment policies.

As a member of the wider Secretariat team the successful applicant will also be required to:

- Deal with correspondence
- Manage third party contracts
- Implement Trustee policies
- Contribute to ongoing improvements in governance

A wide range of skills is required, such as excellent drafting skills as well as strong planning and organisation skills.

A list of key responsibilities is below.

Key stakeholders

PCPF Trustees

PCPF Secretariat and Secretary to the Trustees

Director of Finance, HOC

Trustees' Advisers (Investment Consultant, Legal Adviser, Actuary and Auditors)

Trustees' Investment managers

PCPF AVC provider

Trustees' Custodian

Management responsibility

None

Location

This post will be located on the Parliamentary Estate, Westminster, London.

Security

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level unless otherwise specified. All successful candidates are required to pass these checks before an offer can be confirmed.

Applicants should be aware that if they have resided outside of the UK for a total of more than two of the last five years they are not eligible for vetting.

Please visit: <https://www.parliament.uk/documents/PSD-Security-Vetting-booklet.pdf> for further information.

Hours

Consideration will be given to candidates who wish to work more than or fewer than the hours advertised. Flexible working is encouraged. If you are selected for interview please inform the panel of the days/hours you are available to work.

Net conditioned full-time working hours for staff of the House are usually 36 per week. This excludes daily meal breaks of one hour.

The exact daily times of attendance will be agreed with line management.

For further information:

Candidates should refer to the House of Commons careers website

www.careers-houseofcommons.org or contact Recruitment@parliament.uk or 020 7219 6011.

Application and selection process

Candidates who show the required skills and experience in their application will be invited to attend an interview, which will include a written exercise.

Key responsibilities

The person appointed will report to the Head of the Members' Hub, who is also the Pension Scheme Secretary. Key responsibilities of the post include, but are not limited to:

- Use their expertise to advise on investment matters, with a focus on Environmental, Social and Governance (ESG) issues
- Oversee implementation of and compliance with Trustees' investment strategies and policies, drafting updates and new policies when necessary
- Review of investment advice provided to the Trustees
- Review of investment performance monitoring services provided to the Trustees
- Meet regularly with the Fund's investment managers, and review their reporting and adherence to Trustee Investment policies
- Work with Trustees' investment consultants to assist in implementing investment related Trustee decisions
- Draft reports and papers for Trustee meetings, and communications with members and stakeholders on investment and ESG issues

The person appointed will be expected to work independently as well as collaboratively with Trustees, the Secretary, and all other external and internal stakeholders and remain politically impartial at all times.

Qualifications:

There are no mandatory qualifications for this role.

SKILLS AND EXPERIENCE	APPL ICAT ION FORM	TEST / EXER CISE	INTE RVIE W
CRITERION 1: Functional knowledge & Skills Knowledge of current best practice in professional pension scheme administration and the provision of Secretariat Services, with a particular emphasis on investment related matters. <ul style="list-style-type: none">• Strong understanding of key ESG issues and how they are relevant for pension scheme Trustees.• Significant and demonstrable experience of working with Trustee Boards.• Demonstrable experience of dealing with investments for a trust based occupational pension scheme.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

CRITERION 2: Working with People Excellent interpersonal skills and the ability to build strong working relationships while maintaining principles of equality, diversity and inclusion at all times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERION 3: Planning & Organising Strong planning and organising skills with the ability to balance short and long-term demands. Evidence of ability to act on own initiative and work independently whilst respecting the management hierarchy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERION 4: Communicating Excellent communication skills both oral and written. The ability to discuss and explain, both orally and in writing, sometimes complex issues.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERION 5: Influencing & Persuading Proven ability to advise internal and external contacts at senior levels.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERION 6: Desirable <ul style="list-style-type: none"> • Experience in dealing with ESG and RI issues for Trustees • Degree level qualification or appropriate vocational qualification • Working towards PMI 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>