

## **Role and Person Specification**

### **Chair of the NI Teachers' Pension Scheme Pension Board**

#### **Role & Responsibilities**

- Act as figurehead for the NI Teachers' Pension Scheme Pension Board (NITPSPB); providing effective leadership of the Board and oversight of all of its activities.
- Represent the NITPSPB in contacts with a range of stakeholders including: Employers, Members, Trade Unions, the Minister, Operations Manager for Teachers' Pay and Pensions Team and other contractors, Department of Education (DE) officials, Department of Finance and Personnel officials and the Pensions Regulator.
- Chair meetings of the NITPSPB (approximately 4 per annum at quarterly intervals) ensuring that these are conducted in an expeditious manner, including taking steps to ensure:
  - agenda and reports are timely and sufficient;
  - all Board members contribute to deliberations; and
  - access to appropriate professional advice is available.
- Ensure that the NITPSPB operates as an effective and efficient mechanism for governing the NI Teachers' Pension Scheme (NITPS).
- Promote agreement between the bodies and individuals represented on the Board by working to create mutual understanding and by facilitating action to resolve differences in the event of disagreement.
- Ensure Board Members, collectively and individually understand their roles and responsibilities.
- Agree requirements and expectations with individual Board Members; ensure support is provided in the form of induction, development and mentoring where necessary.
- Review the performance of Board Members.
- Identify the Board's stakeholders and ensure that there is effective communication with, and feedback from, stakeholders.
- Liaise with the Minister and DE officials to report on progress and delivery and make any recommendations.

## **Person Specification**

**Leadership:** strategic vision combined with the delivery of results, as well as a proactive approach to making things happen.

- Combines strategic vision with ability to shape agendas and deliver programme outcomes;
- Takes a proactive stance. Engages others, sparks debate and discussion, ensures appropriate decisions are made and agreed and ability to drive through action; and
- Balances the need to achieve 'quick wins' with longer term gains.

**Advocacy and Influence:** Engage with stakeholders, gain their commitment and raise the profile of the Pension Board agenda.

- Act as a figurehead and advocate, raising the profile and visibility of a given agenda;
- Influencing and gain commitment from stakeholders and those working in senior positions;
- Standing and reputation commensurate with chairing a public body with influence over high profile public services.

**Partnership activity:** Bring people together, broker deals and gain agreement.

- Form and develop strategic partnerships and alliances with a diverse range of stakeholders;
- Act as an 'enabler' for partnership activity – able to bring people together, broker deals, provide constructive challenge and gain agreement;
- Working through others, achieve objectives and demonstrate the added value of working together; and
- Effective chair of meetings.

Additionally, experience and appreciation of the:

### **Strategic context**

- A strategic and operational understanding of:
  - The NITPS and local educational environment; and
  - Legislation and regulation relating to public service Pension Schemes.

**Policy context**

- An understanding of policy and public accountability, sound judgement and awareness of political sensitivities; and
- A commitment to equality, efficiency and system reform.

**Financial context**

- An understanding of public finances.

**Summary**

The Chair is bound by the Code of Practice governing senior public appointments, and is required to observe the highest standards of impartiality, integrity and objectivity in relation to the service s/he provides to the NITPSB.