



Job description and person specification

Job Title: Compliance and Regulation Manager

Reports to: Chief Legal and Compliance Officer

Purpose:

Responsible for the implementation and maintenance of the Compliance Framework which includes developing compliance activities, programmes and policies that provide assurance that LPFA and its outsourced providers adhere to all statutory, regulatory, and constitutional requirements. Provide support to the Chief Legal and Compliance Officer in the delivery of the Compliance, Governance and Legal function.

Key Responsibilities

COMPLIANCE AND REGULATION

- Develop and maintain a comprehensive compliance monitoring programme which sets out expectations, evidential requirements, testing and reporting parameters
- Develop and maintain compliance and regulation policies, and provide guidance in line with regulatory requirements and best practice.
- Draft compliance and regulation reports which will include the submission of papers to the LPFA Board, its committees, and the Local Pension Board; and any other committees as may be directed by the Chief Legal and Compliance Officer.
- Assist with ensuring that outsourced providers, namely the pensions administrator and the investment Adviser/Manager meet their regulatory requirements. This will include overseeing regulatory reporting requirements in accordance with the service level agreements (SLAs) and the Advisory and Management Agreement (AMA).
- Assist with the completion of regulatory reporting.
- Undertake research relating to compliance and regulation and provide support to the Chief Legal and Compliance Officer in providing opinions and position statements.
- Develop and deliver action plans and programmes of work in response to relevant internal audit reports and recommendations eg relating to regulatory compliance, and data protection.
- Lead on horizon scanning relating to regulatory developments and write briefing papers so that they can be shared with the executive team and colleagues.
- Oversee the management of Freedom of Information requests including the provision of responses and updating the register.



CONTRACTS MANAGEMENT AND PROCUREMENT

- Keep the contracts register up to date and ensure that contracts and other related documentation is kept in a central repository.
- Ensure that contracts standing orders are kept up to date.
- Provide procurement support, including tender documentation and ensuring that detailed records are kept.

LEGAL SUPPORT

- Provide ad hoc legal support to the Chief Legal and Compliance Officer.

INTERNAL AND EXTERNAL COMMUNICATION

- Develop and maintain effective working relationships with executive officers, colleagues and other stakeholders such as LPFA's outsourced pensions administration provider.
- Support the maintenance of corporate information on both internal intranet and on external website and proactively take feedback and recommend improvements.
- Monitor the legal mailbox and respond to queries where possible or pass onto the relevant person for action.

WORKING AS A TEAM

- Act as an ambassador for the LPFA Legal and Compliance Team and take an active part in team activities.
- Contribute to the team's business plan and delivery of team objectives.

OTHER DUTIES

- When required, provide a secretariat service to the boards and committees in accordance with constitutional requirements. This responsibility includes scheduling and meetings organisation; forward agenda planning; co-ordination, review, and publication of the papers; recording accurate minutes and following up on action points.
- Undertake initial reviews of stage 2 complaints of the Internal Dispute Resolution Procedure (IDRP) and report findings to Chief Legal and Compliance Officer.
- Undertake other duties deemed suitable for the role including ad hoc projects as directed by the Chief Legal and Compliance Officer.



- Keep up to date with relevant laws, regulations, and industry guidance; and undertake continuing professional development.

Person Specification:

1. Accomplished compliance and regulation professional having worked in a regulated environment, ideally with experience in financial services or the pensions industry.
2. Experience of developing, implementing, and monitoring compliance programmes, writing compliance policies and other related documents.
3. Ability to quickly get up to speed with LPFA's regulatory environment, eg pensions legislation/regulation applicable to the local government pension scheme, the Pensions Regulator, wider regulation eg data protection etc.
4. Proven ability to work effectively on own initiative, with good organisational skills, and a high commitment to quality with a focus on accuracy and excellent attention to detail.
5. A proactive, self-motivated team player who has the ability to meet multiple deadlines ensuring expectations are managed throughout.
6. Good communication skills, both oral and written, with an aptitude to deal with complex issues and communicate these to a range of stakeholders.
7. Proficient in drafting and presenting high quality reports
8. An ability to develop and maintain good working relationships, and work flexibly across professional and operational boundaries.
9. A commitment to being customer focused and proactively supporting the achievement of organisational initiatives. as well as able to anticipate business needs and forward plan.
10. Ability to take minutes and manage Board and Committee meetings. Desirable knowledge of working for a local authority or other public sector organisation.
11. High level of numerical and writing skills and competent in the use MS office software to a high level (Word, Excel, PowerPoint, Outlook, Project, Visio and PDF editor).
12. The ability to understand and support LPFA's commitment to combat discrimination and promote equality of opportunity.

Required Qualification, Skills and Experience

1. Relevant professional qualification: compliance and/or legal qualification or working towards a qualification eg CILEx, ICA, SQE etc; or has equivalent experience.
2. Ideally educated to degree level.



Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.