



## London Pensions Fund Authority

# Governance Manager

*Competitive salary and benefits*

LPFA, the largest Local Government Pension (LGPS) provider in London with around £6.5 billion of assets and 135 active employers is now looking for an exceptional Governance Manager to contribute as a key member of the legal and compliance team. The role will assist and provide support to the Chief Legal and Compliance Officer in ensuring adherence to all statutory, regulatory, and constitutional requirements are maintained. The role will also provide support to the LPFA CEO, Board, its committees, and the Local Pension Board.

Reporting to the Chief Legal and Compliance Officer, you will have an opportunity to join a dynamic and engaged team dedicated to LPFA's success and that of its members and employers. You will provide a full 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. You will also support the CEO activities in relation to Board, committee and related activities and meetings, for example informal Board away days or training sessions. You will be expected to take on a wider governance role which will include governance projects such as Board and committee effectiveness reviews and provide general advice and assistance.

LPFA's aim is to deliver LGPS pension services to a high quality and in a cost effective and efficient manner. You will be joining at both an exciting and challenging time for local government and pension schemes with significant changes to working practices, multiple stakeholders and increasing regulatory and societal challenges to manage. Applicants with the following experience are welcome to apply:

**Background and experience:** You will be an accomplished governance / company secretarial professional with good organisational skills with a high commitment to quality with focus on accuracy and excellent attention to detail. We are looking for candidates who are qualified company secretaries / governance professionals or have a legal related qualification.

You must be proactive, self-motivated team player who has the ability to meet multiple deadlines ensuring expectations are managed throughout. Maintaining excellent working relationships with key stakeholders is an important element of this role and you must demonstrate experience of developing

and maintaining effective partnership working with a wide range of internal and external stakeholders. Please note extensive experience of minuting and managing Board and Committee meetings are absolute must for this role.

All applicants need to be able to align themselves with LPFA's values and vision and be active supporters of the LPFA's commitments to being a high quality, value for money organisation with strong member and employer commitment. In addition to governance expertise, applicants should have an interest in contributing to the complete range of LPFA's activities and responsibilities.

**How to apply:** Please send your application to: [recruitment@lpfa.org.uk](mailto:recruitment@lpfa.org.uk). Applications should take the form of a CV and covering letter (max two pages) setting out your suitability for the role. The deadline for applications is 2 August at 12:00pm. All candidates are also requested to complete an Equality and Diversity Monitoring Form.

**Personal Data:** LPFA has a legitimate interest in processing personal data during the recruitment process and for keeping record of the process. LPFA will treat all personal data in line with their GDPR policies. For more information about LPFA and full candidate pack details please visit our website <https://www.lpfa.org.uk/who-we-are/recruitment>.