

Consultant/Trustee Support Manager

Duties and Responsibilities

Duties

- To provide Trustee Secretariat support and advise the Trustee Board in ensuring the effective governance and operation of the Scheme.
- To provide regular or interim pension management support to clients.
- To support governance and administration consulting assignments.

Responsibilities

Trustee Secretariat

Support the Trustee Board in fulfilling its Strategic Plan and fulfilling its fiduciary duties. For example:

- Arrange and diarise Trustee meetings.
- Liaise with the Chair and the Trustee Board's advisers to set meeting agendas and commission and circulate meeting papers in good time for consideration at Trustee Board meetings.
- Liaise with the Chair to ensure that Trustee Directors have appropriate professional advice and sufficient information to reach properly informed decisions
- Ensure any decisions arising from delegated responsibilities, particularly those taken between meetings, are appropriately recorded and reported at Trustee Board meetings.
- Draft Trustee Board meeting minutes, seek input from advisers and approval from the Chair before circulation to other Trustee Directors in a timely manner.
- Assist with the implementation of action points and matters arising between meetings.
- Ensure, in conjunction with the Trustee Board's professional advisers that the Scheme complies with all relevant legislative and regulatory requirements.
- Implement and manage the Trustee training Governance, business planning and plan management.
- Maintain and continually develop Trustee Governance documentation.
- Support Trustees to set and agree their annual business plan and scheme calendar.

Pension management

Example responsibilities may include:

- Support the Trustee Board and the sponsoring employer in managing the pension scheme on either an interim or regular basis.
- Facilitate the periodic review of adviser and service provider performance and appointments.
- Provide pension administration oversight.

Consultancy

- Support governance consultancy, implementation and board effectiveness projects.
- Participate in adviser review and procurement projects.

Role Competencies

- Has relevant secretarial skills and experience for the efficient management of a pensions trustee board, including taking effective minutes.
- Able to build successful and professional working relationships with the Trustees, their advisers and company personnel.
- Good personal organisation.
- Keeps up-to-date with issues and trends in the occupational pensions world and good pensions governance practice.
- Has the intellect and ability to analyse Trustee issues, distil the most important elements and contribute effectively to the management of the Trustee Board.
- Has technical pensions and analytical skills with the mindset that effective and high-quality service is paramount.
- High quality project management skills and the ability to think and act strategically.
- Committed to continuous improvement.
- An understanding of the Trustee's legal duties, responsibilities and liabilities as trustee and the legal and regulatory framework within which it operates.