

Senior Consultant/Manager Role Profile

Duties and Responsibilities

Duties

- Support the Trustees in fulfilling their responsibilities by advising and supporting them.
- Be prepared to take responsibility on an outsourced basis for the day-to-day running of the pension scheme.
- Help Trustees and sponsoring employers ensure an effective governance and delegation structure is in place and followed.

Responsibilities will include

Trustee Executive Support

- Work with the Trustee Board on the Scheme's objectives, strategic planning, risk management and all matters pertinent to managing a pension scheme.
- Attend Trustee Board meetings and Committee meetings.
- Lead the reporting of progress, track findings and ensure that the relevant committees of the Trustees are updated as and when required.
- Ensure continual development of best practice on all areas of governance and pensions management and of the Trustee Board's own procedures and effectiveness.
- Manage the relationship with all external advisers, co-ordinating and distilling the relevant professional advice.
- Oversee periodic reviews of advisers' and service providers' performance and appointments.
- Ensure the scheme management and administration is efficient and cost effective.
- As part of a Muse team provide interim support to the trustees during periods of absence of senior pensions staff or at times of conflicting situations.
- Lead the Muse client team in delivering Trustee Executive Support Services.

Interim Pension management support to sponsoring employers

- Lead or support pensions related projects.
- Collaborate with the Company's HR or other relevant departments
- As part of a Muse team provide interim support to the sponsoring employers during periods of absence of senior pensions staff or at times of conflicting situations.

Consultancy

- Lead or support governance consultancy, implementation and board effectiveness projects
- Participate in adviser review and procurement projects

Role Competencies

- Senior level experience of leading or advising large UK pension funds within a complex pensions environment, showing strong pensions technical competence.
- Keeps up-to-date with issues and trends in the occupational pensions world and good pensions governance practice.
- Ability to represent the Trustee Board in discussions with senior Company management, with the Pensions Regulator and other senior people in the industry.
- Can work effectively with a Trustee Board with diverse opinions.
- Capability of leading critical decision-making processes in relation to key service providers.
- High-level analytical skills.
- Experience in concluding and managing key service provision agreements.
- Sensitivity to deal with Trustees and other parties.