

Independent Parliamentary Standards Authority (IPSA)

Pay & Pensions Policy Specialist

Permanent, Full Time Role

£48,000

Location: Flexible working location will be considered.

Background:

The Independent Parliamentary Standards Authority (IPSA) is the independent body that regulates and administers the business costs and decides the pay and pensions of the 650 elected Members of Parliament and their staff in the United Kingdom. We were created by the Parliamentary Standards Act 2009, as the world's first independent regulator of MPs' financial remuneration.

IPSA is on a mission! We want to enable MPs to do what really matters by providing an exemplary, seamless regulatory service. We have a compelling strategy and we're intent on transforming IPSA. We are making improvements and want to boost our capacity and capabilities across the organisation, including in the policy area.

We are looking for someone with the specialist knowledge and drive to be the organisational policy lead on issues relating to pay, pensions and other aspects of remuneration for MPs and their staff. These are high-profile issues which require not only expertise, but sensitivity and political acuity. This is a senior role with a large degree of responsibility for complex project delivery.

Key areas of responsibility include:

- Delivery of complex policy projects, including reviews of MPs' pay and changes to the MPs' pension scheme
- Planning project activities, providing regulator updates to Executive Leadership Team
- Working closely with external legal and actuarial advisors, pension scheme trustees, government departments and other stakeholders to implement change effectively
- Developing, drafting and presenting policy options to the IPSA Board; including detailed advice on proposed changes to MPs' pay and pensions and to MPs' staff pay, incorporating operational and resource implications, external impact and strategic risks
- Supporting strategic decision-making by Board members and senior executives, keeping abreast of developments impacting on IPSA's functions and future strategy in relation to MPs' remuneration.

Who we are looking for:

You will have specialist understanding of issues relating to pay, pensions and remuneration, gained in industry or in another regulatory body or similar. While you will be supported by external legal, actuarial and technical advice, you should know the landscape, 'speak the language', and understand trends in other sectors.

You will have demonstrable experience of delivering policy projects (particularly where there have been complex operational impacts), you understand the practicalities of implementation, and you can

bring people together to achieve an objective. You can identify policy, strategic and operational issues and risks and advise on how to mitigate them.

You will be comfortable liaising with internal and external stakeholders at all levels, to include Executive leadership and Board members, pension scheme trustees, MPs and government departments.

Benefits:

- Generous holiday entitlement
- Season ticket loan
- Access to learning and development
- A culture encouraging inclusion and diversity; with LGBT+, BAME, and Green workplace groups
- Civil Service Pension
- Flexible Working

We are a high-performing organisation that respects diversity and promotes our values through all the work that we do.

How to apply:

We're committed to making IPSA a more diverse and inclusive organisation and we choose to recruit, retain and develop people with a diverse mix of skills and experience. Our inclusive workplace environment welcomes people from all backgrounds and our BAME, Green and LGBT+ networks signal our commitment to celebrate and promote diversity and sustainability.

We've adapted our recruitment process during the pandemic, and we run virtual interviews and a virtual onboarding process. Candidates who want to join our team will need access to a secure WIFI network and a private space to work from. Successful candidates will be supplied with equipment for virtual onboarding, training and working from home. Our office is located in Central London, but we are looking for people based across the UK with the right to work in the UK, with occasional travel to London required.

Our core values are Staying Connected, Seeing The Bigger Picture, Being Open, Doing The Right Thing and Making A Difference. If you share our values, then we would like to hear from you.

If you are interested in applying for this role, please send your **CV and a covering letter of a maximum of 400 words** to ipsa.recruitment@theipsa.org.uk. Please remove any reference to your:

- name and title
- educational institution names
- age and gender
- email address
- postal address and telephone number
- nationality and immigration status

Please ensure that your CV and cover letter **does not contain** any personal details which could identify you. **We may be unable to consider your application if you do not follow the application guidelines above.** When you submit your application via email to our HR team, your name and email address will only be visible to them and *not* those who will conduct the shortlisting. **The HR**

team will contact you if you have been shortlisted. If you would like further information or an informal discussion please contact our HR team at HR@theipsa.org.uk

Latest Application: 10th August 2021.

We will be interviewing throughout the application window; We reserve the right to close the advert early depending on the volume of responses. Happy to talk flexible working. By applying you confirm you have the right to work in the UK and [have read our Human Resources privacy notice](#)

Job Description

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|------------------------|----------------------------------|-------------------------|----------------|
| Job Title: | Pay & Pensions Policy Specialist | Reports to: | Head of Policy |
| Directorate: | Policy and Engagement | | |
| Salary Band: | D | | £48,000 |
| No. of Direct Reports: | 0 | No. of indirect reports | 0 |
| Security Clearance: | CTC | IPSA reference: | |

| Job role: | |
|--------------|---|
| Job Purpose: | Organisational policy lead on issues relating to pay, pensions and other aspects of remuneration of MPs and their staff. Provides advice to colleagues across teams on policy issues relating to MPs' and staff members' remuneration and supports strategic decision-making by senior managers and Board members by researching, analysing, drafting and presenting a range of policy options. Works collaboratively internally and externally to implement change, employing a strong understanding of the practicalities of policy implementation. Has a keen awareness of political implications and is comfortable communicating regularly with external senior stakeholders. |
| Job Context: | <p>This role sits within IPSA's Policy and Engagement function. The Policy and Publication team provides advice and briefing to senior management and the Board on matters of policy and strategy and is responsible for ensuring IPSA's regulatory rules are up to date and fit for purpose. The team also supports IPSA's transparency objectives by managing the periodic publication of information about MPs' staffing and business costs, so that the public can see how taxpayers' money is being used.</p> <p>This role is responsible for the delivery of complex policy projects. It requires specialist understanding of issues relating to pay and pensions (supported by external advice); as well as experience in policy development and implementation, Board and stakeholder engagement.</p> |

| Key areas of responsibility: | |
|------------------------------|--|
| 1. | Responsible for delivery of complex policy projects, including reviews of MPs' pay and changes to the MPs' pension scheme in response to the McCloud court judgement and other internal and external drivers. To include: planning project activities; providing regular updates to Executive Leadership Team; working closely with external legal and actuarial advisors, pension scheme trustees, government departments and other stakeholders. |
| 2. | Developing, drafting and presenting policy options to the IPSA Board; including detailed advice on proposed changes to MPs' pay and pensions and to MPs' staff pay, incorporating operational and resource implications, external impact and strategic risks. |
| 3. | Conducting research of external data sources, to inform IPSA's future strategy in relation to MPs' remuneration; keeping abreast of developments impacting on IPSA's functions and approach. |
| 4. | Policy lead for the closed UK MEP pension scheme; including managing the process of scheme amendments in response to legal changes and supporting recruitment of scheme managers, as needed. |
| 5. | Providing ad hoc advice on pay and pensions policy issues as well as other aspects of IPSA's regulatory rules; producing briefings as needed; responding to policy queries from MPs, their staff, and members of the public; and making or contributing to decisions on interpretation of the rules. |

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| Financial Management: | N/A |
| Management of People: | No formal line management responsibility but may delegate aspects of research/analysis or project administration to team members. |
| Decision Making | This role allows for a large degree of autonomy on a day-to-day basis and has a wide scope for planning, initial decisions and recommendations. Will take responsibility for discrete pieces of work, to include complex policy projects, communicating externally, drafting reports and making recommendations to senior managers and the Board, in consultation with line manager. The line manager or another senior colleague will sign-off work including briefings, papers and reports. |

| Person specification | | |
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| Education and/or professional qualifications | Degree level education or equivalent experience. Previous knowledge/experience of pay and pensions-related issues and delivering policy projects is essential. | |
| Technical Competences/job specific competencies | | Level |
| 1. | Specialist understanding of issues relating to pay, pensions and other aspects of remuneration, gained through experience in industry, regulatory or other relevant setting. | A |
| 2. | A strong understanding of consultation and policy development processes, including the importance of evidence-based policy and methods of reviewing policy impact and supporting effective implementation. | A |
| 3. | Excellent written skills, with the ability to draw out key themes and convey issues, relevant evidence (including technical data), analyses, conclusions and recommendations clearly and succinctly. | A |
| 4. | Strong analytical and problem-solving skills and sound judgement, with the ability to analyse and present data and other technical information as well as to identify policy, strategic and operational issues and risks. | A |
| 5. | Excellent interpersonal communications skills to effectively deal with internal and external stakeholders at all levels on complex and sensitive matters. | A |
| 6. | Strong organisational and time-management skills; ability to manage own workload effectively and prioritise tasks to ensure that deadlines are met; ability to work well under pressure; and strong attention to detail. | A |
| 7. | Good IT skills and proficient in the use of MS Office applications, particular MS Excel, Word and Outlook, and the ability to learn new systems and IT skills quickly. | B |
| 8. | Awareness of the UK parliamentary process and legislative system. | B |
| IPSA Competences | | |
| 1. | Working together: Team Working, communication | |
| 2. | Managing myself: Taking personal responsibility | |
| 3. | Working to deliver: Achieving results, being accountable | |

A=Expert knowledge

B=Enhanced knowledge

C=Competent

| Job Level | Job Level Descriptor |
|---------------------------------|--|
| D | <ul style="list-style-type: none">• Graduate level and may possess a fully qualified professional qualification• Considerable relevant experience within area of responsibility or specialism• Possesses an understanding of the public sector and or the regulatory environment• Alternatively has deep technical specialist knowledge for a key area within a corporate function• May be the subject matter expert for their area• Responsible for a specialist area or a broad programme• Uses depth of knowledge to inform and contribute to strategy for immediate area of responsibility• Inputs ideas to overall organisation strategy with respect to specialist area• Works independently within a framework of policies and procedures, determining their own work plan• Will make operational decisions within policies and procedures, using knowledge and experience, but will refer upwards on more complex issues if necessary• Will be able to exercise judgement and deal with a reasonable level of complexity and non-routine issues• May manage a small team• Alternatively operates in a stand-alone specialist role• Unlikely to have budgetary responsibility other than ensuring that project budgets are met• Unlikely to have any sign-off authority• Strong verbal and written communication skills• Will possess the skills to manage relationships effectively both internally with peers and the Senior Team and externally with MPs offices, service providers, contractors and the public• Maintains a level of personal credibility that ensures the reputation of the organisation is not put at risk |
| Knowledge & Skills / Experience | |
| Scope of Responsibility | |
| Autonomy / Decision Making | |
| Resource Management | |
| Interfaces | |