Oxfordshire Pension Fund

Independent Person

Oxfordshire Pension Fund

Independent thinking. Constructive challenge. Stronger governance.

Facts and figures 2025/26

Proudly supporting the people who serve our communities

£6,345.15
Average annual pension paid in 2024/25

Pension Fund Membership as at 31 March 2026

Actives	Deferreds	Pensioners
22,441	32,074	21,498

50,591
Annual Benefit Statements were issued to our active and deferred members

12,000
Phone calls received in 2025/26

129%
Funding level at the 2025 valuation

In 2026 we launched

An updated pensions portal with added security protections

A bespoke website with improved search facility

£3.9 Billion
Fund value (Assets Under Management) as at 31 March 2026

250+
employers worked with across Oxfordshire

Find out more

oxfordshirepensionfund.org.uk

Scan the QR code for My Oxfordshire Pension portal

We're on LinkedIn! Search 'Oxfordshire Pension Fund' to follow

Purpose of the Independent Person

The Oxfordshire Pension Fund is looking to strengthen its overall governance by making an appointment of an Independent Person. As the Fund implements the Government's Fit for the Future reforms which strengthen overall governance, all LGPS funds must appoint an Independent Person to provide independent assurance, provide support to the Pension Fund Committee and the LGPS Senior Officer.

This is a key role in the Fund's vision for the future, the role will bring an external perspective, help scrutinise advice, support effective decision making, promote transparency and accountability, promote the highest standards of governance across administration, investments, governance and funding.

The role is non-voting, and there to act as an independent voice helping the Committee make well-informed decisions and to support the strengthening of overall fund governance.

The Independent Person complements the role of the Local Pension Board, and forms part of the Fund's wider governance framework. Their focus is on supporting the Pension Fund Committee by providing independent challenge, scrutiny and an external perspective on decisions before they are made.

The Independent Person will support the work of the Pension Fund Committee and Fund officers.

They will:

1. Provide independent oversight, assurance and challenge across all pension areas, including investment and funding, administration and governance.
2. Provide strategic advice to support the development and review of pension fund strategies and the business plan.
3. Support Pension Fund Committee in being an effective decision-making body, working with Committee members to build knowledge and understanding to enable effective assessment and challenge of advice.
4. Provide impartial advice and broader pensions sector perspective to assist in decision making.
5. Constructively challenge advice presented by investment advisers, actuaries, officers, the asset pool and other advisers as appropriate.
6. Work with officers to help identify emerging risks and support the monitoring and mitigation of these.
7. Work in the best interests of scheme members and employers to promote the long-term sustainability of the Fund.
8. Support the LGPS Senior Officer, acting as a trusted adviser and sounding board, contributing wider industry insight and best practice to support effective governance, robust oversight and high-quality decision-making.
9. Contribute to the development and continuous improvement of governance and compliance arrangements, including the implementation of governance review recommendations.

Who are we looking for?

The successful candidate will be a credible and experienced professional able to demonstrate independence, sound judgement and the ability to contribute effectively in a committee environment. You should be comfortable engaging with complex information, asking thoughtful questions and providing constructive challenge in a professional and collaborative way.

Essential skills and experience

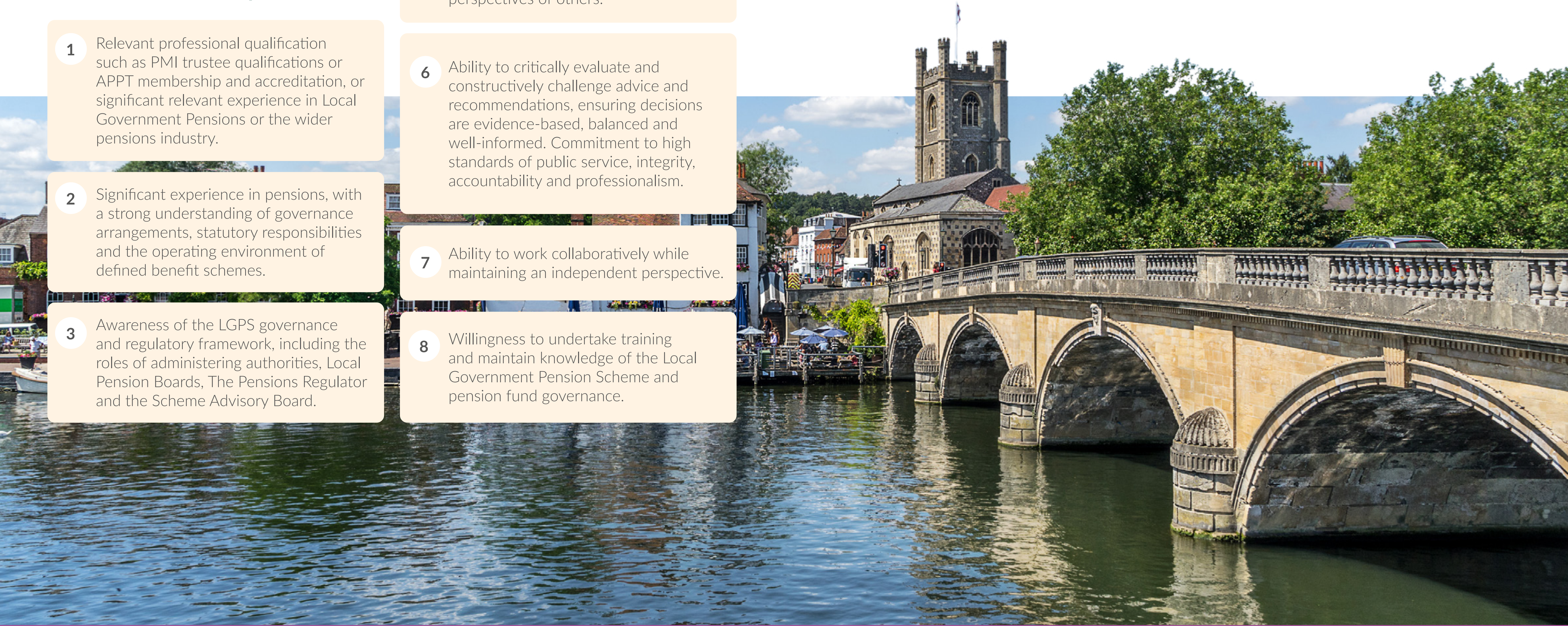
1. Relevant professional qualification such as PMI trustee qualifications or APPT membership and accreditation, or significant relevant experience in Local Government Pensions or the wider pensions industry.
2. Significant experience in pensions, with a strong understanding of governance arrangements, statutory responsibilities and the operating environment of defined benefit schemes.
3. Awareness of the LGPS governance and regulatory framework, including the roles of administering authorities, Local Pension Boards, The Pensions Regulator and the Scheme Advisory Board.
4. Knowledge and experience of relevant local authority custom and practice in the governance of committees and the role of elected members
5. Acts with integrity and independent judgement, confidently expressing views, constructively challenging ideas, and engaging thoughtfully with the perspectives of others.
6. Ability to critically evaluate and constructively challenge advice and recommendations, ensuring decisions are evidence-based, balanced and well-informed. Commitment to high standards of public service, integrity, accountability and professionalism.
7. Ability to work collaboratively while maintaining an independent perspective.
8. Willingness to undertake training and maintain knowledge of the Local Government Pension Scheme and pension fund governance.

Independence matters

Independence is a defining feature of this role. Our Independent Person must be able to act independently and avoid any conflict of interest. You should not have current roles, relationships or interests that could reasonably be seen to compromise your independence in relation to the Oxfordshire Pension Fund, its administering authority, scheme employers or investment arrangements.

You must declare any actual or potential conflicts as part of the application process.

The Independent Person is expected to comply with the Fund's Conflicts of Interest Policy, including making an annual declaration of interests.



Time commitment and term

The role will require

1. Attendance, in person, at four Pension Fund Committee meetings per year.
2. Virtual attendance at four Local Pension Board meetings per year.
3. Preparation and reading in advance for meetings.
4. Participation in relevant training or briefing sessions.
5. Attendance, usually in-person, at our annual business planning day
6. Supporting and reviewing preparation of the Fund's risk register.
7. Attendance at ad-hoc meetings as required by the LGPS Senior Officer.

The overall time commitment will vary depending on the Committee work programme and priorities but typically would be 10 to 15 days per year This would be reviewed after the first year.

This appointment would be for an initial term of three years, with a review and break clause at 12 months. The appointment has the option to be extended for further periods up to a maximum of nine years in total at the discretion of the Administering Authority.

Remuneration

Fixed rate of £1,500 per day plus reasonable travel expenses to allow attendance at in-person Pension Fund Committee meetings and other ad-hoc meetings as required.

Support and training

If successful, you will receive an induction and access to appropriate training.

Fund Officers will provide meeting papers, briefings and guidance to help you understand the Fund's governance arrangements, strategic priorities and the wider LGPS landscape.

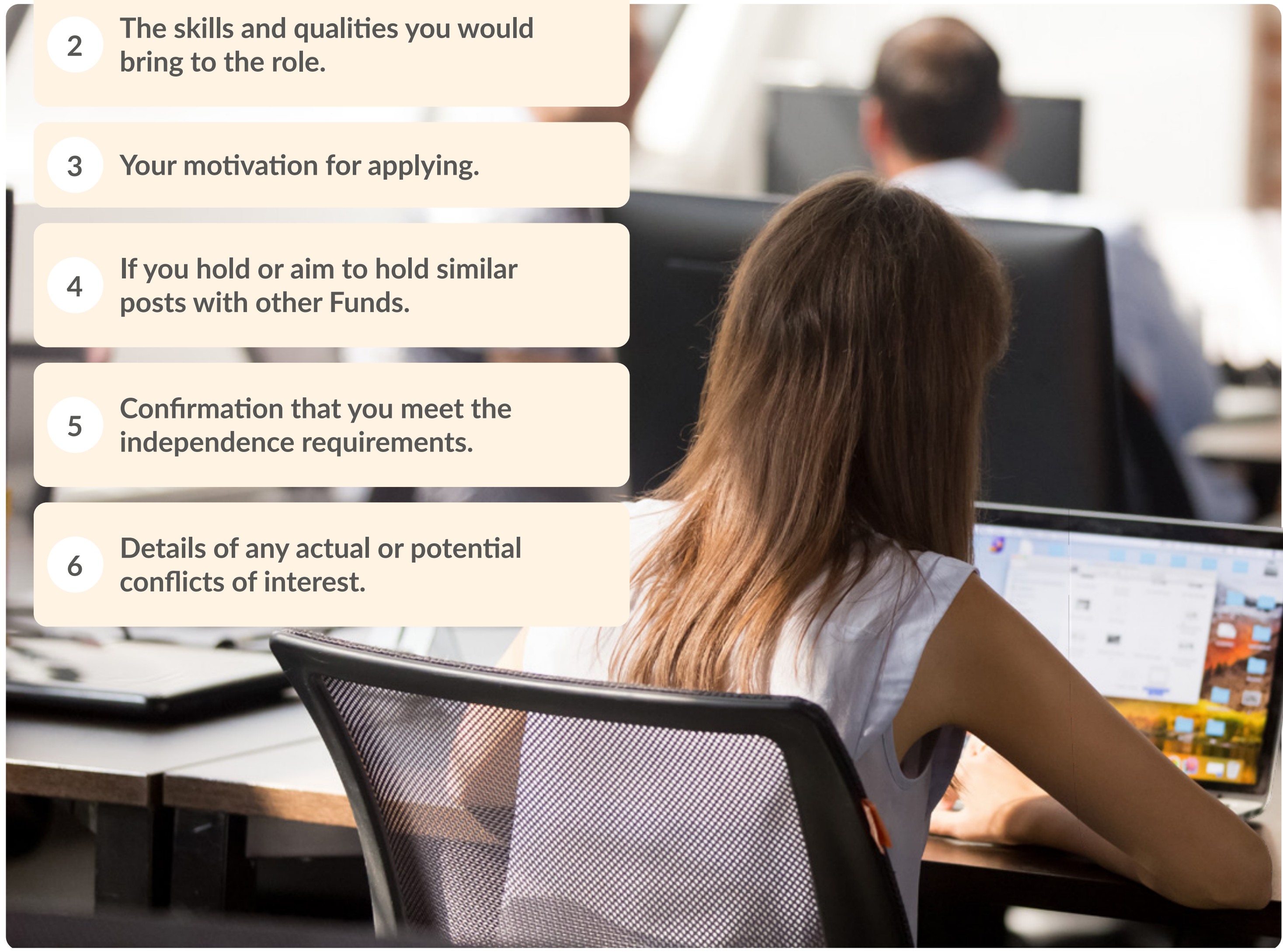
Expression of interest

If you are interested in supporting the governance of Oxfordshire Pension Fund, we would be delighted to hear from you.

Please submit a short expression of interest to the Head of Pension Fund and LGPS Senior Officer Mark Smith at **mark.smith@oxfordshire.gov.uk** by midday on Monday 19th October 2026.

Your expression of interest should outline:

1. **Your relevant experience and qualifications.**
2. **The skills and qualities you would bring to the role.**
3. **Your motivation for applying.**
4. **If you hold or aim to hold similar posts with other Funds.**
5. **Confirmation that you meet the independence requirements.**
6. **Details of any actual or potential conflicts of interest.**



Further information about the Oxfordshire Pension Fund can be found on the Fund's website **https://oxfordshirepensionfund.org.uk/about-oxfordshire-pension-fund**

Once shortlisting is completed candidates will be contacted with further information on the selection process, which will include a two-stage interview process, including members from Committee, Local Pension Board and Fund Officers.

Oxfordshire
Pension Fund

Thank you for reading

Find out more

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