

## ROLE PROFILE FOR MONITORING AND EVALUATION OFFICER

### About the Church of England Pensions Board

The Church of England Pensions Board provides retirement services to those who serve or work for the Church. Both a regulated pension fund and registered charity, more than 43,000 people rely on us for their pensions. A global leader in ethical and responsible investment, we carefully steward the £3.3bn of pension savings entrusted to us to not only grow our members' pensions, but also to drive systemic and lasting change across the industries and sectors in which we invest for a just and sustainable world. The Board also supports 2,500 retired clergy with their housing plans, managing a national portfolio of 1,200 rented homes and Community Living options.

In just 2 years, the Board turns 100. As we approach that milestone, a key focus for us is how we better support customers with planning well and early for their financial future. As we start to stand up a programme of work in this space, we are looking for someone to join the team to help us track the effectiveness of our initiatives.

### Our values

#### We include; you belong

We want the Pensions Board to be a great place to work. For us that starts with ensuring that everyone feels that they belong and are valued for who they are and what they contribute.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

The Pensions Board, acting as part of the national office functions (NCIs) of the Church of England, offers a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

### What you'll be doing

The purpose of this role is to support the delivery of robust project and programme governance as we implement business improvements across the Pensions Board, to better support our customers with retirement planning. A big focus of the role will also include defining a plan, and setting up the right mechanisms/tools, to track and monitor outcome and benefit delivery. In doing so, this role will help us to embed a culture of continuous learning in response to feedback.

## **MAIN DUTIES AND RESPONSIBILITIES**

- Working with senior colleagues, establish robust governance structures to ensure effective oversight of change delivery, in line with the NCI project and portfolio governance model.
- Officiate core change meetings, ensuring that decisions are logged/tracked, risks identified, and actions undertaken.
- Maintain project/programme plans, ensuring robust reporting of delivery and tracking of milestones.
- Monitor and establish controls for risks and issues that may impact delivery and benefits realisation.
- Record lessons learned along the way.
- Understand, baseline and set up the required mechanisms to monitor the impact of steps to support retirement planning, including:
  - Understanding gaps in data, and putting in place plans to fill gaps, working with Pensions, Housing and other NCI teams.
  - Refreshing approach to forecasting demand for our services, working with finance, data and strategy colleagues, embedding the methodology into business as usual.
  - Establishing appropriate KPIs, including lead/lag measures to track project/programme success, setting up Committee reports.
- Work with senior colleagues to set up the long-term governance infrastructure for delivery, including mechanisms to monitor long term performance/impact

Your job description is intended to reflect your main tasks and areas of work but is not exhaustive. Changes may occur over time, and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

## **About You**

The Church of England is for everyone, and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

### **Essential**

*Knowledge/Experience*

March 2024

- Expertise in project or business governance, monitoring and performance reporting.
- Good knowledge of risk management techniques
- Understanding of benefit mapping and monitoring in a project environment.
- Commercial awareness including importance of securing value for money, from all activities.
- Understanding how culture can impact an organisation's success
- Strong communication and stakeholder management skills at all levels.

*Skills & Abilities:*

- Good communication skills - both orally, in writing and in presentation.
- Able to Interpret complex data, recognising patterns, and drawing conclusions.
- Comfortable using a logical approach to solve problems, paying attention to detail, and interpreting information from various sources.
- Able to work collaboratively with others, understanding and respecting their roles.
- Self-driven and able to manage time/resources effectively.
- Comfortable navigating a tech-driven environment.

**Desirable**

- Professional experience in a financial services, pensions, or housing related field.
- Experience of charity governance.

## Vacancy Summary

<b>JOB TITLE:</b>	<b>Monitoring and Evaluation Officer</b>
<b>NCI ENTITY:</b>	The Church of England Pensions Board
<b>DEPARTMENT:</b>	Pension Board Secretariat
<b>GRADE:</b>	Band 4      Standard Point
<b>SALARY:</b>	£46,577
<b>WORKING HOURS:</b>	21
<b>PRIMARY OFFICE LOCATION:</b>	Church House, Westminster
<b>HYBRID WORK ARRANGEMENTS:</b>	1 day per week in the office, flexible as to week
<b>SUITABLE FOR FULL HOMEWORKING:</b>	<input checked="" type="checkbox"/>
<b>HOMEWORKING REQUIRED:</b>	<input type="checkbox"/>
<b>CONTRACT TYPE:</b>	Fixed-Term 2 years
<b>IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL</b>	<input type="checkbox"/> Choose an item.
<b>IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?</b>	<input type="checkbox"/>
<b>ORACLE POSITION CODE:</b>	Click or tap here to enter text.
<b>COST CODE:</b>	31445
<b>PARENT POSITION:</b>	Change Programme Lead