

Please return your completed Expression of Interest Form

to:

pension.board@derbyshire.gov.uk

Or alternatively post to:

Compliance and Communications Team
Derbyshire Pension Fund
County Hall
MATLOCK
DE4 3AH



Role Description: Derbyshire Pension Fund - Pension Board Scheme Employer Representative (Voluntary)

Closing date: 30 June 2026

Derbyshire Pension Fund has a vacancy on the Pension Board for a voluntary Local Government Pension Scheme (LGPS) Employer Representative. The successful applicant will be an employee or representative of an employer which participates in the Fund.

The Pension Board plays a vital role for Derbyshire Pension Fund in terms of its governance arrangements. The board oversees and supports the Administering Authority, Derbyshire County Council and the Pensions & Investment Committee, in its responsibilities for managing and administering the LGPS for over 98,000 members and over 400 participating employers.

This vacancy provides Derbyshire Pension Fund employer representatives with a rare opportunity to influence how their pension scheme operates.

The Board consists of 2 member representatives, 2 employer representatives and an independent Chair.

As a Pension Board Scheme Employer Representative, you will play an important role in the governance and administration of the Fund on behalf of our scheme members by helping to ensure that it is managed efficiently and professionally.

Your responsibilities will include:

- Attending approximately 4 meetings a year and induction/training sessions where required.
- Supporting Derbyshire County Council in its role to administer the Fund and comply with relevant laws, regulations and codes of practice relating to the LGPS
- Representing the views of the Fund's employers to the Board
- Adequately preparing for meetings and your role on the Board by ensuring that:
 - all circulated papers are read in a timely manner
 - advice and clarification is requested promptly
 - your own training needs are identified and are met through training courses
- Ensuring your own understanding of roles and responsibilities and being fully conversant with the Board's Terms of Reference
- Ensuring that the regulations around conflicts of interest reporting are fully adhered to

- Acting in accordance with the Council's Code of Practice for elected representatives and officers
- Contributing to review and appraisal of the Board's performance
- Acting with political impartiality in carrying out the obligations of the Derbyshire Fund Pension Board

More information about the [Pension Board](#) is available on the Fund's website.

Applications are welcomed until 30 June 2026.

This post is unpaid and will commence from October 2026.