

The University of Reading Employees' Pension Fund

PERSON SPECIFICATION

Job Title	Scheme
Member Nominated Trustee	University of Reading Employees' Pension Fund

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> act prudently act in good faith act impartially confidence to participate in discussions but not to dominate confidence to question / challenge professional advisers ability to use email as this is the principal means of communication used basic internet skills as training is often web based awareness and understanding of General Data Protection Regulations attention to detail absorb and analyse quantities of information active listening skills 	<ul style="list-style-type: none"> use of an iPad or similar (used for meeting papers) awareness and understanding of conflicts of interest
Attainment	<ul style="list-style-type: none"> good educational background including basic maths and English as complex topics are discussed at Trustee meetings be capable of attaining, or already possess, the Pension Regulator's certificate of completion of the Trustee Toolkit 	
Knowledge & Relevant Experience - General	<ul style="list-style-type: none"> experience of preparing for meetings by reading the meeting papers and reflecting on questions / topics requiring discussion at the meeting 	<ul style="list-style-type: none"> understanding of the law relating to pensions (although training will be given) general knowledge on investment of assets (training will be given) ability to understand basic accounts a good understanding of effective governance

Criteria	Essential	Desirable
Disposition	<ul style="list-style-type: none"> • act honestly • act with integrity • work collaboratively with Trustee Board as a whole • good communication skills as the trustee will be required to interact with professional advisers at Board meetings • willingness to participate in Trustee training • motivated and enthusiastic 	<ul style="list-style-type: none"> • a willingness to be appointed to one or more Sub-Committees where relevant • ability to identify risks and threats
Other	<ul style="list-style-type: none"> • financially sound • aged 18 or over • must not be an undischarged bankrupt • must not have been disqualified from being a director • must not have been convicted of an offence involving dishonesty or deception • able to attend all Trustee meetings or, where this is not possible, the majority of meetings • willingness to engage outside of formal meetings 	<ul style="list-style-type: none"> • an appropriate background, experience or skills to make up a diverse Board • local availability as documents often require signing in a hurry

Completed by:	Stephanie May Secretary to the Trustees	Date: July 2020
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Approved by the Board of Trustees 22 July 2020