**Money &
Pensions
Service**

Job description

Role	Capability Lead (Pensions Dashboards Programme)
Reporting to	Head of Delivery (Pensions Dashboards Programme)
Purpose	Lead the development of capability across the Pensions Dashboards Programme team to ensure that skills, knowledge and experience requirements are identified and met int a timely and effective manner.
Key responsibilities	• **Programme leadership:** Support the Programme Leadership Team to provide effective collaborative leadership of the Programme by developing a bespoke leadership development plan. • **Capability plan:** In partnership with the leadership team and MaPS People, Capability and Skills colleagues lead the formulation and development of the strategy and plan for continuous development of the programme's capability. This will include an assessment of existing skills and capability within the team • **Coaching culture:** Support the development of a continual learning ethos by implementing a coaching culture across the programme. This will include acting as a coaching supervisor as well as coaching team members directly. • **Learning opportunities:** Source appropriate learning opportunities for the programme team which support the learning requirements identified in personal and programme development plans. • **Enhance recruitment:** Work with People, Capability and Skills colleagues and the programme team to enhance our sourcing activity to maximise the capability of the team. This will include contributing to job design and selection processes. • **Remote first:** Work with the programme team to develop capability and ways of working in a 'remote first' manner as most of the team are home based workers.

- **Wellbeing and inclusion:** Champion best in practice ways of working that promote the programme and organisation's culture and employee value proposition.

- **Brand identity:** In partnership with the Communications Team and People, Capability and Skills Directorate support and promote the programme's brand identity and ensure the capability plan plays a key role in bringing this to life for the programme.

- **Relationships:** Build, develop and maintain effective relationships with all members of the programme team as well as colleagues in the People, Capability and Skills directorate. Work closely with the leadership team as the capability business partner for their team.

- **Communication:** Work closely with the PDP Communications Team, using a range of innovative communications techniques to seek out, enable and promote a positive culture of engagement that ensures the provision of frequent, high quality, outward communications and updates to the pensions industry, and values the contribution of all relevant pensions industry participants.

- **Governance:** Work with the programme's governance committees, particularly the Programme Board by producing high quality and timely papers and actions when required.

- **Financial efficiency:** Have due regard to the principles of managing public money and ensure that all capability solutions seek to provide the best value for money.

- **Personal development:** Recognise, and respond to, the changing needs of the Programme throughout its lifecycle. This will include being flexible to the changing needs of the programme team and ensuring plans and solutions are regularly reviewed and developed over time.

Essential experience, knowledge and skills	• Significant senior capability leadership experience • Working with or in public sector programmes • Delivering in a high ambiguity, delivery focused environment • Designing and developing capability and learning plans • Experience of working at pace in an Agile programme environment • Qualified and experienced business coach with focus on leadership
Desirable experience, knowledge and skills	• Strong commercial orientation • Pensions industry experience • New set up/start up experience • University level education, preferably in HR, L&D, Leadership and Management, Finance or a related discipline
Personal qualities	• Strategic thinker – Seeing the big picture. • Inspirational leader - Motivate and enthuse team and external colleagues. • Creative - Find novel solutions. • Quality focussed - Passion for high-quality results. • Communicator – Effective, adaptable and engaging communication style. • Emotional intelligence – Understands people.

Money and Pensions Service background	The Money and Pensions Service vision is ***everyone making the most of their money and pensions***. This new organisation brings together the free services delivered by the Money Advice Service, The Pensions Advisory Service and Pension Wise. We are an Arm's Length Body, sponsored by the Department for Work and Pensions, with a joint commitment to ensuring that people have access to the information and guidance they need to make effective financial decisions over their lifetime.
Pensions Dashboards Programme background	Pensions dashboards will enable people to access key information about all of their UK pensions, private and State, in one place online, revolutionising how people engage with their pensions throughout their lives. Enabling the delivery of pensions dashboards will require up to 52m adults in the UK to be connected with up to around 43,000 pension providers and schemes to search for their pensions.

Development work by industry has already taken place, as a concept. The goal is now to turn it into a delivery solution for the benefit of UK citizens. MaPS has created a Pensions Dashboards Programme (PDP) which will be responsible for delivering the digital architecture and governance framework that will allow multiple parties to be connected as part of the pensions dashboards ecosystem. This hugely significant development has the potential to improve the financial wellbeing of millions of people.

The programme is comprised of an Industry Steering Group and a supporting Programme team within MaPS. The Programme is working in close partnership with DWP, TPR and FCA who all have related delivery responsibilities. Industry has had, and will continue to have, a crucial role to play in designing and developing the necessary components to make pensions dashboards possible. |