

# Job Profile

Position Details	
Post	Subject Matter Expert (Pensions)
Service Area	Finance, Pensions
Reports to	Pensions Manager
Grade	PO3
Job Family	

Role Purpose
To administer the Local Government Pension Scheme and related legislation

Main Responsibilities
<ol style="list-style-type: none"> <li>1. Assist the Pensions Manager in the efficient administration and communication of the Local Government Pension Scheme (LGPS), the Scheme for Elected Members, AVCs, Gratuities, Injury Allowances, Redundancy/Compensation Payments and liaison with the Teachers Pensions Scheme.</li> <li>2. Act in a proactive liaison role in managing Employing Bodies that participate in the Pension Fund. Providing advice and guidance as required to ensure staff and partners have the information they need and that data and payments are properly and promptly made to the fund.</li> <li>3. Support the Pensions Manager in the interpretation and application of the LGPS regulations and related legislation including the Auto Enrolment Regulations, and European Court of Justice decisions.</li> <li>4. Manage a Team of people and their activities ensuring work carried out meets the expected performance standards and timescales. Work with colleagues across the Human Resources Service to develop systems and processes that ensure the maintenance of high quality administration of all employee related data.</li> <li>5. Liaise with senior management at the Teachers Pensions Agency, Government Agencies, Employing Bodies and Service Providers to ensure the efficient administration of the schemes administered by the Pensions Team.</li> <li>6. To proactively ensure that the Section meets its targets and commitments, and to assume responsibility for the general day to day operation of the Pensions Team, including allocation of work. This position will assist in the decision making process which will lead to the setting of working standards and to changes in procedures and practices.</li> <li>7. To assist in all areas of communication with staff, scheme members, employers and other stakeholders while maintaining a high degree of confidentiality in all aspects of work.</li> <li>8. Assist with developing the provision of statistical data through Altair and SAP reporting facilities and other software provided by the Council.</li> </ol>

9. To assist in the maintenance of Altair security, housekeeping and end of year procedures.
10. To ensure the provision of an efficient service to the Council and other employing bodies who participate in the Local Government Pension Scheme.

#### Generic Responsibilities

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
1. 3 years local government pensions experience of which at least 1 year has been in supervising and training staff	E
2. Experience of utilising information technology to improve service delivery	E
3. A thorough knowledge of the Altair system including task management and Altair Image	E
4. Thorough understanding of current issues, policies and developments at a local and national level that are relevant to the post.	E
5. An ability to identify people performance weaknesses within the service and to establish and manager the necessary change to raise standards. Track record of service improvement	E
6. Excellent mathematical skills.	E
7. Excellent oral and written communication skills.	E
8. Ability to maintain a positive working relationship with senior managers and promote pensions services.	E
9. Ability to interpret and apply pensions and related legislation and to write briefings and procedures.	E
10. Ability to interpret and understand to a competent level the range of regulations, orders directives and guidance bearing on pensions provision affecting the Local Government Pension Schemes including an understanding of Conditions of Service	E

11. A person with a thorough understanding of equalities who is wholly committed to consultation, involvement and equality of opportunity in both employment and service delivery.	E
12. Maths and English to GCSE standard	D

Main Contacts & Other Information
<u>Main Contacts:</u> Pensions Manager Head of Pensions Treasury and Chief Accountant Members Actuary Software Provider Internal and External Auditors and other government bodies Staff, pensioners, dependants, relatives Payroll providers, internal and external Employers  <u>Other Information:</u>   

Organisational Structure
Please provide organisation structure chart.

#### Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
		X		
Are the staff based at the same work location?				Yes
Will the post holder be responsible for contract / agency / project staff?				Yes

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	100%	Use of a computer.	Yes	70%
Audio typing.	No		Crisis or conflict situations.	Yes	10%
Walking more than a mile.	No		Manual handling.	No	
Working alone or in isolation.	No		Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	No	
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	No	

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	No		Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

<b>Resources</b> – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
<b>Cash/Financial Resources</b> - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
<b>Plant/Equipment</b> - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
<b>Stocks/Materials</b> - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
<b>Data Systems</b> - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
<b>Altair and SAP</b> – For the administration of pensions scheme
<b>Buildings</b> - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability: