Northumberland Council

**JOB DESCRIPTION**

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| **Post Title:** Team Leader | **Director/Service/Sector** Corporate Resources/Financial Services/ Pensions | **Office Use** |
| **Band:** 6 | **Workplace:** | JE ref: 3045HRMS ref: |
| **Responsible to:** Pensions Administration Manager | **Date:** May 2015 | **Manager Level:** |
| **Job Purpose:** * To manage a team of staff processing all LGPS benefits and other payments and support the administration of the Fire & Rescue pension schemes. dealing with the maintenance of member records and the provision of data to the Actuary for the purposes of the valuation, employer joining or leaving the scheme.
* To provide an efficient service to customers, dealing with any queries that may arise on any pensions matter, including advice and information to scheme members, pensioners and participating employers.
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| **Resources** | Staff | 3 FTE |
| Finance | Managing the benefits team and authorising the daily payments in respect of lump sum retiring allowances, death grants and transfer values. |
| Physical | Office equipment, extensive pension/personal data and software |
| Clients | Members and deferred members of the Pension Fund, legal services/representatives, and external employers participating in the pension fund. |
| **Duties and key result areas:**1. To ensure high standards of customer care and support regarding the provision of our services i.e. meeting the timescales and objectives of our customers with regard to the provision of data.
2. To ensure that the external employers are meeting the statutory and administrative requirements to the pension fund as regards providing starter, leaver and active member information, including year-end returns and data needed for pension fund valuation purposes.
3. To assist with the drafting and maintenance of office systems and procedures including the preparation of forms and documents as appropriate as required for the processing of pension benefits and payments.
4. Management of direct reporting staff to include appraisal review and effective sickness management.
5. To provide appropriate training and support to staff within the pensions team.
6. To plan, organise and manage the work of the team.
7. To check all LGPS benefits and other payments, ensuring the accuracy of payments produced by the Team.
8. To ensure that member records are maintained accurately to comply with the Pensions Regulators requirements.
9. To provide data for the Actuary for fund valuation, employer contribution, bulk transfers and employers joining and leaving the scheme.
10. To take part in presentations/consultations to staff as necessary.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. |
| **Work Arrangements** |
| Transport requirements:Working patterns:Working conditions:  | Possible need to travel to meetings and other venuesFlexibleOffice based environment but home working will be considered. |

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**PERSON SPECIFICATION**

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| **Post Title:** Team Leader  | **Director/Service/Sector** Corporate Resources/ Financial Services/ Pensions | Ref: 3045 |
| **Essential** | **Desirable** | **Assess****by** |
| **Knowledge and Qualifications** |
| * Good standard of general education demonstrating numeracy and literacy.
* Professional qualification in a relevant pension’s area.
* Proven extensive knowledge of the LGPS.
* Knowledge of overriding pension’s legislation in a specialised field.
* Knowledge of HMRC Benefit Limits, Contracting Out and other Contribution Agency requirements.
 | * Knowledge of the Firefighters Pension Schemes.
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| **Experience** |
| * Recent experience of Local Government Pensions preferably at a senior level.
* Experience of managing staff.
* Experience in working with Microsoft applications
* Proven supervisory and management skills
* Substantial experience of organising and prioritising a complex and varied workload.
* Experience of fulfilling overriding pension scheme legislation.
* Experience of computerised pensions admin systems
 | * Experience of administering the Firefighters Pension Schemes.
* Experience of public service pension scheme administration
* Experience of ORACLE systems
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| **Skills and competencies** |
| * Ability to accurately interpret legislation relating to pensions administration and interpret technical guidance on pension administration issued by the Inland Revenue and GAD
* Must be able to supervise other members of the team
* Must be willing to work in a flexible manner to meet overall needs of the section
* Must possess good communication skills and be able to give advice and information on pension matters
* Must work in an organised and systematic manner
* Ability to deal sympathetically but effectively with the relatives of deceased pension holders
* The ability to work as part of a team, to have and promote respect of colleagues
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| **Physical, mental and emotional demands** |
| * Ability to work on own initiative, to organise and prioritise workloads with minimal supervision, to work under pressure to a high level of accuracy to meet strict deadlines and ensure members of your team also meet the requirements of their role.
* Emotional demand working with relatives of deceased members on probate and legal related issues
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| **Other** |
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Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits