Northumberland Council

**JOB DESCRIPTION**

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| **Post Title:** Pensions Technical Officer  | **Director/Service/Sector** Corporate Resources/ Financial Services/ Pensions | **Office Use** |
| **Grade:** 7  | **Workplace:** County Hall | JE ref: 3044HRMS ref: |
| **Responsible to:** Pensions Administration Manager | Date: May 2015 | Manager Level: |
| **Job Purpose:** To administer the LGPS in respect of the Northumberland Pension Fund and the Fire & Rescue pension schemes.To provide Technical support to the Pensions Administration Manager ensuring all statutory obligations are met. To provide effective support to pension scheme members and employers in a range of complex issues. |
| **Resources** | Staff | None. |
| Finance | Day to day administration in respect of the LGPS and Firefighters Pension Schemes and assisting with technical and policy requirements of the County councils pension fund with assets of around £900m.  |
| Physical | Office equipment and extensive pension/personal data and software. |
| Clients | Members of the Pension Fund, legal services/representatives etc. the external employers participating in the pension fund.  |
| **Duties and key result areas:**1. To provide expert technical support to the Pensions Administration Manager and take a lead role in liaising with Team Leaders in order that they are involved with and conversant with relevant legislative changes and develop their understanding of an ever changing pensions arena so that the Council is well equipped for succession planning.
2. To assist the Pensions Administration Manager with the interpretation and implementation of complex relevant legislation, national agreements, local agreements and codes of practice to fulfil the employer’s statutory/contractual liabilities and Pension Panel/Pension Board responsibilities.
3. To assist in the provision of effective communication and support to scheme members, employers and management on pension administration and liability issues.
4. To manage the maintenance of the pensions administration system.
5. To assist in the production of communication material to pension scheme members and employers and assist with the general promotion of awareness presentations as required and with the updating of pensions web pages.
6. To calculate all Firefighters pension benefits.
7. To manage production of the annual benefit statements.
8. To provide on-going training and advice on technical matters to the Pension Team.
9. To manage the annual award of pension increase.
10. To manage the year end updates to the pensions system including contributions, CARE pay and part time hours and also the monthly new starter and contractual changes updates.
11. Year end and valuation work as required.
12. To be responsible for the annual allowance checks and notify pension scheme members where they exceed the limit.
13. To provide general back-up to the pension team in a variety of duties during busy periods, in particular, the checking of benefits during the team leaders periods of leave.
14. 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: | Need to travel to meetings and other venuesFlexibleOffice based environment |

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**PERSON SPECIFICATION**

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| **Post Title:** Pensions Technical Officer | **Director/Service/Sector** CorporateResources/ Financial Services/ Pensions | Ref: 3044 |
| **Essential** | **Desirable** | **Assess****by** |
| **Knowledge and Qualifications** |
| * Good general education demonstrating numeracy and literacy.
* Professional qualification in a relevant pensions area.
* Extensive knowledge the LGPS and Firefighters Pension Schemes.
* Specialised knowledge of overriding pension’s legislation.
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| **Experience** |
| * Experience of developing and implementing policies and frameworks within the pension’s environment.
* Substantial experience of organising and prioritising a complex and varied workload.
* Experience of team building and staff development.
* Experience in working with Microsoft applications
* Extensive experience of working at a senior level in a large complex organisation operating the LGPS and Firefighters Pension Schemes.
* Extensive, broadly based and relevant high quality experience in a similar function of a large and complex organisation.
* A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders.
 | * Experience of computerised pensions administration systems
* Knowledge and experience of public service pension scheme administration
* Experience of ORACLE systems
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| **Skills and competencies** |
| * Ability to deal with all matters relating to the scope of the post.
* 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 willing to work in a flexible manner to meet overall needs of the section
* Good IT skills.
* Must possess good communication skills and be able to give advice and information on pension matters
* Able to solve problems.
* Must work in an organised and systematic manner
* 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 organise and prioritise workloads with minimal supervision, to work under pressure to a high level of accuracy to meet strict deadlines
* Able to work on own initiative and guide others although there will be no staff management responsibilities.
* 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