

**JOB DESCRIPTION**

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| **Post Title** |  | Pensions Officer – External Contracts |
| **Grade and Salary Scale:** |  | L SCP 37 - 39 |
| **Department and Service:**  **Responsible To:**  **Post Ref:** |  | Pensions Governance and Investments  - Finance, Governance and Support  Deputy Head of Pensions – Governance and Reporting  R0000148 |

**Purpose of the Post:**

The post-holder will assist with the design of defined business processes, liaising with third parties, and other Pensions Officers and Investment Team Members as required. The role will also require the holder to represent the Pension Governance and Investments Section and deputise for the Deputy Head of Pensions – Governance & Reporting, and occasionally the Head of Pensions Governance and Investments.

The Pensions Officer – External Contracts will be provided with support and assistance to reach the highest desirable qualification level.

**Duties and Responsibilities:**

1. When required, deputise for Deputy Head of Pensions – Governance and Reporting in their absence, and taking a share of responsibility for ensuring the Governance and Reporting Team and whole section runs smoothly. When required, providing guidance to key stakeholders (including the Committee, Board, and elected Members) and represent the Pensions Governance and Investments Section at meetings within the Council or with external bodies.
2. Working as part of, and with other Pensions Team officers, take responsibility for procuring third party external service providers setting key delivery outcomes as required by the Fund to enable the delivery of all LGPS Pension Fund requirements not met through internal resources (e.g. KPIs and SLAs).
3. Oversee and work closely and on a day-to-day basis with all providers, particularly the outsourced Pension Administration Service (currently provided by XPS Pensions plc), to ensure the Fund’s pension scheme member payments and supporting administration requirements are executed in a timely and efficient manner to all Pension Scheme members, potential members and other stakeholders.
4. Ensure all external services are provided within budgeted cost parameters and offer best value for money.
5. Manage and deal with external service providers to ensure day-to-day operations are maintained to a high standard, meeting the qualitative standards required by the Fund and its stakeholders.
6. Provide guidance and direction to Senior Pension Fund Officers, elected Members and other stakeholders, as required, with regards the provision of key services to the Fund, including the Pension Administration Services, Actuarial Service and other necessary services require to enable the enable the delivery of all LGPS Pension Fund requirements not met through internal resources.
7. Periodically provide education and training to elected Members, Teesside Pension Fund Committee and Teesside Pension Board Members to explain the key services delivered by external third party service providers.
8. As a member of the Pensions Governance and Investments Section:

* Contribute towards the effective management and running of the Service and the achievement of the Service’s aims, and support the development and implementation of Service projects and initiatives.
* Support and advise key stakeholders (including elected Members) on professional obligations as they relate to pensions and investments.
* Work in partnership with the senior managers and other staff members in Pensions Governance & Investments leading the service towards the achievement of the overall Pension Fund vision by pursuing best practice and innovative ways of working.
* Develop positive, influential and productive internal and external partnerships.

1. Demonstrate leadership and management of the Pensions Fund to achieve financial, legislative and policy objectives through an appropriate work ethos and culture.

**Corporate Responsibilities:**

* We will make every reasonable effort to supply the necessary employment aids, equipment or adaptations to enable employees to perform the full duties of the job in accordance with the Equality Act 2010 where a post holder is disabled.
* You will
  + Demonstrate a commitment to the principles of equality of opportunity and fairness of treatment in relation to employment issues and service delivery.
  + Respect all confidentialities and principles and practices of the Data Protection Act.
  + Comply with Health and Safety policies and legislation.
  + Be committed to continuous personal development, including Middlesbrough learns.
  + Demonstrate a commitment to the safeguarding of children and vulnerable adults, highlighting any areas of concern with the appropriate service and adhering to the policies of the Council relating to these issues.
* The above duties and responsibilities cannot totally encompass or define all tasks which may be required. The outlined duties and responsibilities may, therefore, vary from time to time without materially changing either the character or level of responsibility: these factors are reflected in the post.



PERSON SPECIFICATION

For the purposes of recruitment and selection, you will be assessed against Our Values and the criterion which are marked as Essential / Desirable in the Qualifications and Knowledge & Experience section.

**Our Values**

Our Values are a critical element of our strategy to create a brighter future for Middlesbrough. They will be at the heart of everything we do and will be the foundation for how we operate, behave and make decisions. Having these values will help you be the best you can be and help Middlesbrough to grow and thrive.

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| **PASSIONATE about Middlesbrough**   * Believe in Middlesbrough * Be proud to work for the Council * Have a ‘can do’ attitude |

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| **INTEGRITY at our heart**   * To be open, honest and transparent * Communicate well with others * Treat others with respect |

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| **CREATIVE in our thinking**   * Always look to improve * Find solutions to problems * Positive to change |

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| **COLLABORATIVE in our approach**   * Engage and consult with others * Seek feedback from others * Understand the needs of others |

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| **FOCUSSED on what matters**   * Understand the Council’s and my own priorities * Put the customer first * Deliver against expectation |

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|  | **Essential**  **X** | **Desirable**  **X** |
| **QUALIFICATIONS:** |  |  |
| 1. A good standard of general education demonstrating numeracy and literacy. | **X** |  |
| 1. Minimum qualification in accountancy (at AAT level), an appropriate pension qualification, or other appropriate professional qualification (e.g. DMS, CIPS). | **X** |  |
| 1. Working toward being fully qualified CCAB or equivalent. |  | **X** |
| **KNOWLEDGE & EXPERIENCE:** |  |  |
| 1. Good commercial based experience in procuring and managing third party, externally provided services. |  | **X** |
| 1. Good knowledge of Local Government Pension Scheme and experience at a senior level. |  | **X** |
| 1. Ability to communicate effectively to a wide range of audiences both internally and externally to achieve corporate and service objectives. | **X** |  |
| 1. Computer literate with user of Microsoft Word, Excel and Internet Explorer. | **X** |  |
| 1. Experience of managing own workload. | **X** |  |
| 6. Experience of delivery against tight deadlines. | **X** |  |
| 1. Experience and track record of self-development. | **X** |  |