

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Trainee Pensions Officer	Grade: Scale 3 - 4
Section: Pensions Shared Service	Directorate: Finance
Responsible to following manager: Pensions Manager - Benefits	Responsible for following staff:
Post Number/s: FPL21 and FPL22	Last review date: May 2025

Working for the Richmond & Wandsworth Better Service Partnership

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.

Job Purpose

1. To be responsible to the Pensions Manager – Benefits assisting with the effective and efficient administration of the Pensions Shared Service covering all its participating authorities.
2. To undertake an approved course of study for pensions qualifications administered by the Local Government Association or the Pensions Management Institute (PMI).
3. Carries out work set by the Pensions Manager – Benefits that will comprise of assisting other officers in all areas of work within the section. This will include instruction on and obtaining an understanding of the legislation governing the pensions industry.

Specific Duties and Responsibilities

Scale 3 level

1. Responsible to the Pensions Manager - Benefits.
2. To undertake an approved course of study with an external provider.
3. Carries out all work set by the external provider of the course at home.
4. Assists with clerical duties/projects as directed by the Pensions Manager -Benefits.
5. Assists with maintenance of computerised systems relating to employee records.
6. Deals with member enquiries of a general nature, referring technical enquiries to the relevant officer.
7. Deals with enquiries from Personnel Sections, Internal and External Audit, Departmental Directorates and Payroll.
8. Responsible for amendments to the computerised pensions administration system where a change in personal circumstances has occurred and also assists with other input e.g. service history updates.
9. Carries out work set by the Pensions Manager that will comprise of assisting other officers in all areas of work within the section. This will include instruction on and obtaining an understanding of the legislation governing the pensions industry.

10. Calculates membership and final pay for estimates of benefits. Uses the computerised pensions administration system to process these estimates and checks the output for accuracy.

Plus at Scale 4 Level

11. Carries out work set by the Pensions Manager – Benefits that will comprise of assisting other officers in all areas of work within the section. At this level the post holder will not require detailed instruction on procedures and will have a broad understanding of all areas of work within the section. This will include: knowledge of the Local Government and Teachers' Pension Schemes to the level of detail in the scheme booklets; an understanding of contracting-out and state pensions; and an overview of HM Revenue and Customs rules.
12. Calculates membership and final pay for actual awards of benefits. Uses the computerised pensions administration system to process these estimates and checks the output for accuracy.
13. Assists with all types of transfer and benefit calculations, correspondence and the collation of information.
14. Process early leavers from the TPS, including submission of TR8, assist with the completion of Annual Service & Salary Return for the TPS and resolve membership queries, updating TPS records as necessary.
15. Makes payments of contributions to TP, LPFA and Prudential of deducted contributions from both non-teaching and teaching payroll each month.
16. Enters payment details in to the payment system for all types of payments generated by the Service.
17. Undertakes any other duties commensurate with the grade as required by the Pensions Manager – Benefits.

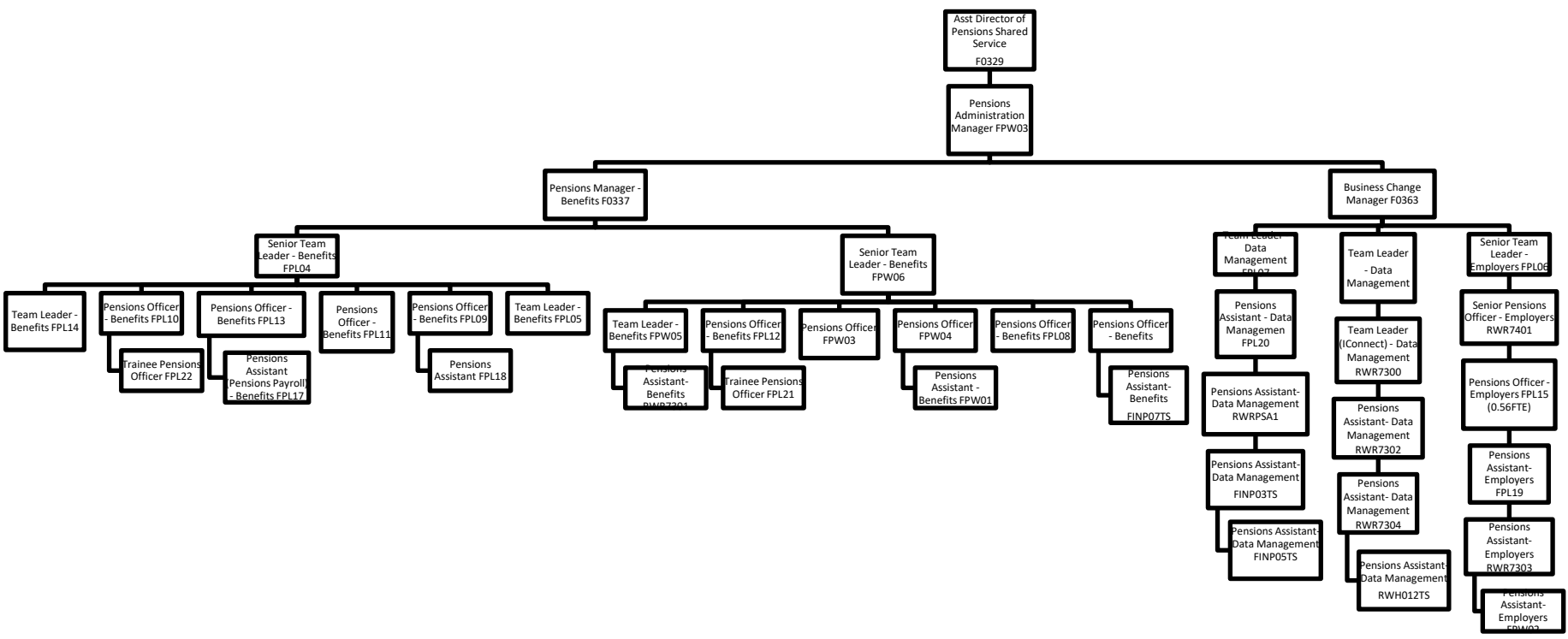
Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems



- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Team structure



Person Specification

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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Knowledge of relevant ICT packages including Word and Excel and the ability to use them effectively.	✓		A, I
An understanding of Equality, Diversity and Inclusion	✓		A, I
An understanding of the duties and responsibilities in relation to child protection and safeguarding children,	✓		A, I

young people and vulnerable adults as this applies to this role within the Councils.			
Skills	Essential	Desirable	Assessed
Ability to work as a team to produce high quality work.	✓		A, I
Ability to set own priorities and adapt to changes in working conditions	✓		A, I,
Possess good verbal and written communication skills	✓		A, I, T
Able to learn quickly and apply new concepts	✓		A, I
Excellent mathematical skills and the ability to incorporate complex rules into calculations.	✓		A, I, T
Ability to quickly understand complex rules and explain them clearly and concisely	✓		A, I
Able to demonstrate excellent customer care skills	✓		A, I
Able to suggest quality improvements	✓		A, I
Qualifications	Essential	Desirable	Assessed
Minimum of Maths and English Language GCSE's or equivalent at Grades A-C	✓		A, C

A – Application form / CV

I – Interview

T – Test

C - Certificate