LONDON BOROUGH OF
RICHMOND UPON THAMES

Wandsworth
THE BRIGHTER BOROUGH

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Pensions Officer – Reconciliation (Data Management and Communications)	Grade: SO2
Section: Pensions Shared Service	Directorate: Finance
Responsible to following manager: Team Leader Data Management (FPL07)	Responsible for following staff: Pensions Assistants
Post Number/s: NEW POST	Last review date: February 2024

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

1. To be responsible to the Business Change Manager assisting with the effective and efficient management of the Pensions Shared Service covering all its participating authorities.

2. For all participating authorities, to undertake the administration of pension related policies, practices and procedures for the Local Government Pension Scheme (LGPS) particularly overseeing the management of the Pensions Assistants to analyse and reconcile data to a high degree of accuracy within set timescales.

3. To have knowledge of the LGPS and Teachers' Pension Scheme (TPS).

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4. To undertake an approved course of study for the Level 4 Data Analyst
    apprenticeship standard.

Job Dimensions

1. Providing comprehensive and high quality data analysis and rectification meeting
    required standards and ensuring compliance with statutory regulations.

2. In accordance with the provisions of the Local Government Pensions Scheme,
    compensation regulations, employer discretionary policies and overriding HMRC,
    social security and pensions legislation, monitors and reconciles pensions data
    records.

3. When directed by the Business Change Manager or the Team Leader checks the
    work undertaken by the Pensions Assistants; is responsible for reconciliation for
    Pensioner Payroll ensuring the data is accurate. Liaises with payroll providers, HR,
    legal, schools, auditors and other relevant officers.

Specific Duties and Responsibilities

1. To quality assure our pensions data, amending our pensions system and payroll
    systems when necessary, in accordance with the provisions of the Local
    Government Pensions Scheme.

2. To carry out tasks, including analysing and collating data, drafting correspondence,
    researching information and presenting reports.

3. Supervises and checks the work undertaken by Pensions Assistants. Liaises with
    payroll providers, HR, legal, schools, auditors and other relevant officers providing
    information and assistance when requested.

4. Assists with the checking receipt and accurate recording of contributions and
    reports from external employers, schools and academies, maintaining appropriate
    records to enable monthly reconciliations to be completed.

5. Assists with year end processing including pension fund and AVC scheme
    contribution reconciliation for all participating authorities, dealing with
    accountancy and costing queries as they arise.

6. Provides assistance and guidance on pensions in writing, on the telephone and in
    person to our stakeholders.

7. To undertake an approved course of study for the Level 4 Data Analyst
    apprenticeship standard. Programmes may differ slightly between training
    providers but key areas covered include data analytics concepts and tools,
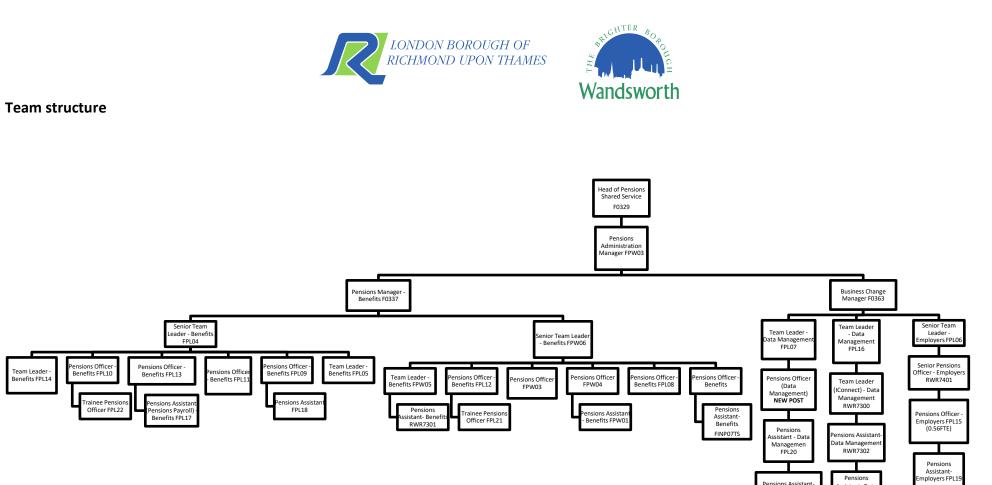
advanced statistics, data cleaning, visualisation, coding skills (R/Python), SQL fundamentals, PowerBI (including programming formulas in PowerBI), machine learning and data science tools and concepts.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.

- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.

- To adhere to security controls and requirements as mandated by the SSA's policies, 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 role within the council.

- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

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Team structure

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Head of Pensions Shared Service F0329
    └── Pensions Administration Manager FPW03
            ├── Pensions Manager - Benefits F0337
            │       ├── Senior Team Leader - Benefits FPL04
            │       │       ├── Team Leader - Benefits FPL14
            │       │       ├── Pensions Officer - Benefits FPL10
            │       │       │       └── Trainee Pensions Officer FPL22
            │       │       ├── Pensions Officer - Benefits FPL13
            │       │       │       └── Pensions Assistant (Pensions Payroll) - Benefits FPL17
            │       │       ├── Pensions Officer - Benefits FPL11
            │       │       ├── Pensions Officer - Benefits FPL09
            │       │       │       └── Pensions Assistant FPL18
            │       │       └── Team Leader - Benefits FPL05
            │       └── Senior Team Leader - Benefits FPW06
            │               ├── Team Leader - Benefits FPW05
            │               │       └── Pensions Assistant- Benefits RWR7301
            │               ├── Pensions Officer - Benefits FPL12
            │               │       └── Trainee Pensions Officer FPL21
            │               ├── Pensions Officer FPW03
            │               ├── Pensions Officer FPW04
            │               │       └── Pensions Assistant - Benefits FPW01
            │               ├── Pensions Officer - Benefits FPL08
            │               └── Pensions Officer - Benefits
            │                       └── Pensions Assistant- Benefits FINP07TS
            └── Business Change Manager F0363
                    ├── Team Leader - Data Management FPL07
                    │       └── Pensions Officer (Data Management) NEW POST
                    │               └── Pensions Assistant - Data Managemen FPL20
                    │                       └── Pensions Assistant- Data Management RWRPSA1
                    │                               └── Pensions Assistant- Data Management FINP03TS
                    │                                       └── Pensions Assistant- Data Management FINP05TS
                    ├── Team Leader - Data Management FPL16
                    │       └── Team Leader (IConnect) - Data Management RWR7300
                    │               └── Pensions Assistant- Data Management RWR7302
                    │                       └── Pensions Assistant- Data Management RWR7304
                    │                               └── Pensions Assistant- Data Management RWH012TS
                    └── Senior Team Leader - Employers FPL06
                            └── Senior Pensions Officer - Employers RWR7401
                                    └── Pensions Officer - Employers FPL15 (0.56FTE)
                                            └── Pensions Assistant- Employers FPL19
                                                    └── Pensions Assistant- Employers RWR7303
                                                            └── Pensions Assistant- Employers FPW02
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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across the SSA 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 public sector occupational pensions legislation.		✓	A,I
An understanding of the Council's commitment to promoting equality, diversity and inclusion and an awareness of the value of staff and service users' differing backgrounds.	✓		A,I

Experience	Essential	Desirable	Assessed
Experience of working in an occupational pension scheme environment, preferably LGPS.		✓	A,I,
Skills	**Essential**	**Desirable**	**Assessed**
Highly numerate, with the proven ability to incorporate complex rules into calculations.	✓		A,I
Determine your own work priorities and manage conflicting demands appropriately.	✓		A,I
Recognise when a process or policy is not working as effectively as it could and make suggestions as to how it could be improved	✓		A,I
Resolving complaints or issues and applying learning from feedback	✓		A,I
Communicate well with a range of audiences including colleagues, Human Resources, Payroll, schools and external employers' representatives.	✓		A,I
Proficient IT skills with the major Microsoft packages	✓		A,I

A – Application form / CV
I – Interview
T – Test
C - Certificate