**Job Profile comprising Job Description and Person Specification**

**Job Description**

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|  **Job Title:** **Pensions Officer – Employers (Data Management and Communications)** | **Grade**: **Sc6** |
| **Section:** **Pensions Shared Service** | **Directorate:** **Resources** |
| **Responsible to following manager:****Senior Pensions Officer – Employers RWR7401** | **Responsible for following staff:** **2x Pensions Assistants (Post No: FPL19 and RWR7303).** |
| **Post Number/s:****FPL15** | **Last review date: August 2021** |

**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 Senior Pensions Officer assisting with the effective and efficient management of the Pensions Shared Service covering all its participating authorities.

1. 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 in connection with the collection and receipt of contributions from participating fund employers.

1. To have knowledge of the LGPS, Teachers’ Pension Scheme (TPS), NHS Pension Scheme (NHSPS) and the London Pensions Fund Authority (when necessary), in particular in relation to how the LGPS and TPS legislation applies to employers.

**Job Dimensions**

1. Responsible for the accurate calculations of contributions and payments in to and out of the participating authorities’ pension funds and revenue accounts with particular reference to TPS and NHS contributions, external employers, schools, academies and admitted bodies.

1. Checks and supervises the work of the Pensions Assistants when directed by the Senior Team Leader or Senior Pensions Officer.

**Specific Duties and Responsibilities**

1. In accordance with the provisions of the Local Government Pensions Scheme, Teachers Pension Scheme, NHS Pension Scheme (when relevant): undertakes calculations of benefit entitlements, redundancy or severance and estimates of death benefits for members of the TPS, NHSPS (and LPFA when required). Uses the relevant online systems for notifying new entrants, leavers and changes.
2. Supervises and checks the work undertaken by the Pensions Assistants (Post No: FPL19 and RWR7303). Liaises with payroll providers, HR, legal, schools, auditors and other relevant officers providing information and assistance when requested.
3. Completes schedules and makes payment of contributions to the TPS, NHSPS, LPFA and AVC providers monthly in a timely manner avoiding interest for late payment. Assists with the checking receipt and accurate recording of contributions from external employers, schools and academies, maintaining appropriate records to enable monthly reconciliations to be completed.
4. 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.

1. Enters payment details on the relevant creditor system, ensuring that payments made to and from the respective pension funds and revenue accounts are correctly allocated and recorded on relevant systems to enable accurate data to be extracted for monitoring and reconciling payments.
2. Provides assistance and guidance on pensions in writing, on the telephone and in person to all scheme employers.

**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.

**Additional Information**

**Team structure**

**Person Specification**

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**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | **Assessed by** **A**  **&**  **I/ T/ C (see below for explanation)** |
| **Knowledge**  |
| Knowledge of public sector occupational pensions legislation.  | A/I /T |
| 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**  |
| Experience of working in an occupational pension scheme environment, preferably LGPS.  | A/I  |
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| **Skills**  |
| Highly numerate, with the proven ability to incorporate complex rules into calculations. | A/I/T |
| 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  |
| Effective IT skills with the major Microsoft packages  | A/I  |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**