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

**Job Description**

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|  **Job Title:** **Team Leader (Data Management and Communications)** | **Grade**: **PO2** |
| **Section:** **Pensions Shared Service** | **Directorate:** **Resources** |
| **Responsible to following manager:****Business Change Manager**  | **Responsible for following staff:** **2x Pensions Assistants** |
| **Post Number/s:****FPL07** | **Last review date: July 2022** |

**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 to assist 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) including overseeing the management of Pensions Officers and Pensions Assistants.
3. Is the Pensions Shared Service expert on IT systems for the team and has an in depth knowledge of the Altair pensions system and other IT systems/applications/programming in general, importing data, writing reports and undertaking actuarial valuations.

**Job Dimensions**

1. Responsible for evaluating the impact of new legislation on existing IT systems (in particular the Altair pensions system, locally used payroll and accountancy systems) and implementing changes in procedures and practices as necessary within the Pensions Shared Service.
2. This post has day to day management of the work of the Pensions Assistants of the Data Management Team within the Pensions Shared Service.
3. Deputises for the Business Change Manager and provides cover for Team Leaders in the postholders’ absence.

**Specific Duties and Responsibilities**

1. In accordance with the provisions of the Local Government Pensions Scheme, (Teachers Pension Scheme, NHS Pension Scheme when relevant), compensation regulations and overriding HMRC, social security and pensions legislation: assists with the planning and co-ordination of work in the Data Management team including; implementing changes as a result of new legislation, amending procedures and working practices to lead to improvements in service delivery and best value principles.
2. Supervises and checks the work undertaken by the Pensions Assistants (when required).
3. In conjunction with the Business Change Manager is responsible for preparing the calendar of activities to include weekly, monthly, quarterly, annual and tri-ennial processes such as (but not exclusively): monthly payroll interfacing to and from Altair, monthly (or as necessary) submission and receipt of mortality data, monthly collation of performance statistics, quarterly membership statistics, document management for Altair image and Civica W2, Annual Benefit Statements (for actives and deferred members), Pensions Increase processing and checking, audit requirements such as Altair to pensioners payroll checks, annual collation of performance statistics for Pension Fund Annual Reports, end of year interfacing for pay and contribtuions and preparation of reports for the submission of data for the tri-ennial valuations. Assists with the collection of data requested by the respective Councils’ actuaries to meet the requirements of FRS17/IAS19 accounting standards for each Council, admitted bodies and academies as requested during the year.
4. Ensures that the staff of the Pensions Shared Service are adequately trained and competent in using the IT systems in place including checking audit reports on access and security breaches, and running journals from Altair. Implements and tests software updates to Altair and provides guidance to the team on enhancements to the system.
5. Devises and tests workflow procedures to ensure maximum efficiency and accountability within the Shared Service.
6. Undertakes ad-hoc projects as and when required such as preparing and submitting data to assist with the admissions body process, school conversions to academies, data for fund apportionment or bulk transfers between bodies. Devises, tests and runs reports to enable data to be extracted from Altair and payroll systems in particular to enable accurate data to be extracted for monitoring and reconciling payments, balancing member and employer contributions to be included in statements for the funds’ accountants and external auditors illustrating the methods of testing and reconciling employee and employer liabilities.
7. Reponsible for liaising with our major software provider, Aquila Heywood, on errors, configuration and latest updates. Attends user groups to learn and share best practice with other pension funds.

**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**  |
| A good understanding of public sector occupational pensions legislation and administration in general.  | A/I  |
| Knowledge of computer databases including knowledge of data manipulation and interrogation. | A/I/T |
| **Experience**  |
| Experience of working in an occupational pension scheme environment, preferably LGPS.  | A/I  |
| Experience of IT systems including pensions administration systems.  | A/I  |
| Experience of successfully leading, coaching, mentoring and developing staff.  | A/I  |
| **Skills**  |
| Ability to communicate complex technical topics with service users at all levels of expertise.  | A/I  |
| Ability to apply and communicate this knowledge to employees, scheme members and colleagues in other service areas (e.g. Human Resources, Payroll, schools and external employers’ representatives).  | A/I  |
| Ability to work flexibly and in response to user demands and service needs.  | A/I  |
| Ability to develop and promote the service through innovation and creativity.  | A/I  |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**