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

**Job Description**

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|  **Job Title:** Pensions Officer (Employer Functions) | **Grade**: Scale 6 |
| **Section:** Pensions Shared Service | **Directorate:** Resources |
| **Responsible to following manager:**Team Leader (PO2) (Post No: FPL06) | **Responsible for following staff:**1x Pensions Assistant - Benefits |
| **Post Number/s:**FPL15 | **Last review date:** January 2016 |

**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 Team Leader 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 in connection with the collection and receipt of contributions from participating fund employers.
3. 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.

**Specific Duties and Responsibilities**

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.
2. In accordance with the provisions of the TPS, NHSPS, compensation regulations and overriding HMRC, social security and pensions legislation 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.
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. When directed by the Team Leader checks the work undertaken by the Pensions Assistant; is responsible for inputting and checking Pensioner Payroll input for new entrants and changes ensuring the input is accurate and meets the payroll deadlines each month (when required).  Liaises with payroll providers, HR, legal, schools, auditors and other relevant officers providing information and assistance when requested.
5. 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.
6. Provides assistance and guidance on pensions generally in writing, on the telephone and in person to all employees with specific reference to: additional voluntary contributions, transfers of pension rights, retirement and death benefits, refunds of contributions and permitted maximum benefit accrual for the TPS and NHSPS.

**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.

**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 detailed knowledge of a defined benefit occupational pension scheme legislation and administration and related legislation in general including compensation, HMRC taxation and Social Security. | A, I,T |
| 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, T |
| Knowledge of relevant ICT packages and the ability to use them effectively. | A, I, T |
| An understanding of the Council’s equal opportunities policy in respect of service delivery and an awareness of the needs of differing cultural and minority groups. | A, I |
| An understanding of the duties and responsibilities in relation to child protection and safeguarding children, young people and vulnerable adults as this applies to this role within the council. | A, I |
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| **Skills**  |
| Ability to work as a team to produce high quality work. | A, I |
| Ability to work flexibly and in response to customer demand and service needs. | A, I, |
| The ability to communicate effectively, both orally and in writing. | A, I |
| Ability to develop and promote the service through innovation and creativity. | A, I |
| Excellent mathematical skills and the ability to incorporate complex rules into calculations. | A, I, T |
| **Qualifications**  |
| Minimum of 5 GCSE’s or equivalent at Grades A-C including Maths and English, or proven experience in a similar field. | A, C |
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**A – Application form**

**I – Interview**

**T – Test**

**C - Cert**