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

**Job Description**

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| **Job Title:**  **Senior Pensions Officer – Employers (Data Management and Communications)** | **Grade**:  **SO1** |
| **Section:**  **Pensions Shared Service** | **Directorate:**  **Resources** |
| **Responsible to following manager:**  **Senior Team Leader – Employers FPL06** | **Responsible for following staff:**  **1x Pensions Officer FPL15** **and 2x Pensions Assistants (Post No: FPL19 and RWR7303).** |
| **Post Number/s:**  **TBC** | **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. 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 Pensions Officers and Pensions Assistant in connection with the collection and receipt of contributions from participating fund employers.

1. To have an in depth 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. This post has day to day management of the work of the Pensions Officer and 2x Pensions Assistants in the Employers Team within the Pensions Shared Service.

1. Deputises for the Senior Team Leader - Employers 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 and Communications 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 Officer (Post No: FPL15) and 2x Pensions Assistants (Post No: FPL19 and RWR7303).
3. Assists with the admissions body process that permits external organisations access to the LGPS for the relevant authority; provides guidance and information to contractors and officers letting contracts; assists with the commissioning of actuarial calculations and the preparation of reports recommending or rejecting admission application; drafts instructions for Legal Services and actuaries when requested.  Deals with fund apportionment or bulk transfers between bodies, liaising with the respective actuaries and the new/former employer and their actuaries.
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; responsible for all Scheduled and Admitted Bodies and opted-out schools administration including contribution reconciliation and recharging, end of year closing and the preparation of seminars and procedure manuals for use by admitted bodies, schools and academies.  Visits and provides on-site assistance to these employers when required.

1. Assists with the preparation of reports of employer performance statistics to use in Service Level Agreement meetings and contribute to feedback to improve performance. Assists with compiling data for the Pension Committee and Pension Board.
2. Assists with ensuring that: payments to and from other relevant bodies, (such as Teachers’ Pensions, NHS Pensions, LPFA, admitted bodies, contractors, schools or academies etc) payments to and from the respective accounts are made in a timely manner meeting the relevant statutory duties without incurring interest charges; payments are correctly allocated to the respective pension funds and revenue accounts; payments made are recorded on relevant systems.  Assists with the devising of data models to enable accurate data to be extracted for monitoring and reconciling payments, balancing member and employer contributions; and prepares statements for the funds accountants and external auditors illustrating the methods of testing and reconciling employee and employer liabilities.

1. 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.  Liaises with schools converting to academies in relation to their responsibilities, including the commissioning of actuarial reports as required.

1. Provides assistance and guidance on pensions in writing, on the telephone and in person to all scheme employers in particular for those that are looking to carry out tasks, such as admitting new members, submitting returns, making new admission agreements or exiting the pension fund.
2. In conjunction with the Senior Team Leader - Employers, devises, tests and runs reports to enable data to be extracted from Altair 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.

**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 | |
| An awareness of Data Protection legislation and its implications and importance for our service | A/I/T |
| **Experience** | |
| Experience of working in an occupational pension scheme environment, preferably LGPS. | A/I |
| Excellent IT skills with all major Microsoft packages and an ability to manipulate data in Excel (or similar) to produce and collate management information, data and statistics | A/I |
| Supervise (monitoring their performance) and mentor others, passing on leadership skills and promoting positivity | A/I |
| **Skills** | |
| Highly numerate, with the proven ability to understand, analyses, interpret and explain complicated information and data | A/I/T | |
| Determine your own work priorities and those of other members of your team 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, senior managers and outside agencies | A/I | |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**