



Job Description

Resources Department

Post Title	Pensions and Technical Officer		
Post Number	BG00207	Grade	6
Base	Civic Centre	Hours of Work	37 hrs per week
Car User Allowance	Approved Casual	Disclosure	None
Contact	Richard Bridge Tel: 01495 356068	Updated	28th August 2014

Principal Job Purpose

Responsible to: Head of Exchequer Services

Responsible for: Establishing and maintaining the administration of the Local Government Pension Scheme (LGPS) and Teachers Pension Scheme (TPS) on behalf of the Authority.

Principal Accountabilities

1. To provide all necessary infrastructure regarding starters, leavers, deductions and retirement estimates to the Pensions Administrators.
2. To produce detailed monthly CARE reports and reconcile against payroll deductions.
3. To ensure compliance with the Pensions Regulator in relation to Auto Enrolment and to produce reports as and when required by the Pensions Regulator.
4. To balance and produce the year end pension returns for both the Local Government Pension Scheme and also the Teachers Pension Scheme ensuring compliance with external and pension fund auditors.
5. To assist on the interpretation, communication and compliance of existing and proposed Pension Legislations.

6. To produce management information reports utilising Business Objects reporting software in order to aid the decision making process of the Authority.
7. To attend Pension meetings as required and to support the Head of Exchequer Services on the Greater Gwent (Torfaen) Pension Fund Management Group.
8. To undertake duties in the best interests of the Department according to particular pressures and time constraints
9. To be able to assist the Payments Section as and when required.
10. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
11. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

Person Specification – Non Managerial

1. Qualifications & experience

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
5 GCSEs, including English and Maths grades A to C	Essential	✓			
Relevant experience of working with a Local Authority Financial environment	Essential	✓	✓		
Experience of working with a computerised payroll system and associated financial system.	Essential	✓	✓		
Dedicated payroll and/or pensions qualification	Desirable	✓			
Studying towards a professional qualification within the relevant field	Desirable	✓	✓		
Other experience					
Experience of producing reports using Business Objects	Desirable	✓	✓		
Experience of working within the Payments Section.	Desirable	✓	✓		
Knowledge/Skills					
Knowledge of pension legislations relating to the Local Government Pension Scheme and Teachers Pensions.	Essential	✓	✓		
I.T. literate	Essential	✓			
Experience with the Microsoft Office suite	Essential	✓			
Good organisational ability and be able to work on own initiative as well as within teams	Essential	✓			
Adhere to strict deadlines and prioritise work accordingly.	Essential	✓	✓		

2. Special Requirements

	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
To have an adaptable style in order to cope with change	Disirable		✓		

3. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Delivering the service	Plans ahead, organises work in advance				✓
	Involves line manager/colleagues in setting and meeting targets				✓
	Reorganises work when necessary				✓
	Sees tasks through to completion whenever possible				✓
	Seeks help if workload becomes unmanageable				✓
	Uses initiative to report issues that arise that impact on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Improvement & Change	Is prepared to try new things & feed back results				✓
	Understands that changes are needed if things are to be improved		✓		✓
	Finds new and creative ways of doing things better		✓		✓
	Actively seeks to develop own skills and knowledge				✓
	Learns from mistakes & welcomes constructive feedback				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group,	Probationary Period/

				simulation, etc (please specify)	Performance Coaching
Providing Excellent Customer Service	Recognises the importance of high standards of customer service				✓
	Is committed to providing an excellent service to the all the citizens of Blaenau Gwent				✓
	Understands the links between own professionalism and the possible impact on the Authority's image				✓
	Has a professional attitude that sets an example to colleagues		✓		✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Team Working	Reacts constructively to others' suggestions and requests		✓		✓
	Recognises potential value of others' opinions and actively seeks their contributions		✓		✓
	Asks for help when necessary		✓		✓
	Actively seeks to help others		✓		✓
	Is aware of the impact of own behaviour on others		✓		✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group,	Probationary Period/

				simulation, etc (please specify)	Performance Coaching
Communicating	Adapts content and style to help others understand		✓		✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others				✓
	Checks others have understood & seeks advice when necessary				✓
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation		✓		✓