Job title: Pensions Administrator   
Grade: 5 (SCP 6-9)

GRADE xx

Our Vision

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

Our Outcomes

Everyone in Staffordshire will:

* Have access to more good jobs and share the benefit of economic growth
* Be healthier and more independent for longer
* Feel safer, happier, and more supported in their community

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

About the Service

The Staffordshire Pension Fund administers the Local Government Pension Scheme (LGPS) for over 500 employers and over 112,000 members in the Staffordshire area.

Employers include:

* local unitary councils
* universities, academies
* town and parish councils
* housing associations
* charities

The Administration team focuses on:

* pension calculations for members
* timely payment of benefits to its members
* recording of accurate information
* updating scheme members pension records
* communicate with scheme members, employers, and other stakeholders

Reporting Relationships

Responsible to: Team Leaders - Pensions

Responsible for: Not Applicable

Key Accountabilities:

* Facilitate the delivery of an efficient and effective service to members, potential members, and former members of the Local Government Pension Scheme and other employees and former employees entitled to benefits.
* To contribute to the achievement of the commercial, technical and organisational objectives of the Pensions Team. To advise scheme members of their rights under the Local Government Pension Scheme, Discretionary Compensation Regulations and overriding legislation and to be able to explain rules in an understandable and sensitive manner.
* To develop a sound and up to date working knowledge of all legislation affecting the Local Government Pension Scheme.
* To calculate the full range of standard pension benefits accurately as required under the Local Government Pension Scheme Regulations.
* To demonstrate new duties and check the accuracy of other employee’s work.
* To update and maintain the accuracy of the members pension records in all aspects of pension’s administration on the Heywood Altair system.
* To comprehend members’ written and verbal enquiries and respond in a clear and concise manner.
* To liaise with HMRC, other local authorities and directorates within the County Council.
* To always deliver high standards of customer care
* To work to deadlines and achieve agreed office performance standards.
* To identify and implement improved working practices and participate in Team Briefings and training sessions.
* To undertake such other duties as may reasonably be required which are commensurate with the grading of the post, although suitable adjustments will be made in line with the Disability Discrimination Act

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| --- | --- | --- |
| **Minimum Criteria for Disability Confident**  **Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership**   * Minimum of 4 GCSE’s (Grade C or above) and which should include   English and Maths, or recognised equivalent  And, either:   * Minimum of 2 A-levels (Grade D or above), or recognised equivalent or 2 years relevant administration experience | A  A |
| **employer_small** | **Knowledge and Experience**   * Experience of computerised systems * Competent in the use of Microsoft Word, Excel and Outlook * Outline knowledge of UK Pension Schemes * Outline knowledge of Data Protection and Freedom of Information   legislation. | A  A/I  A/I/T  I  I |
| **employer_small** | **Skills**   * Excellent numeracy and literacy skills * A good standard of communication skills, both written and oral * Excellent interpersonal skills, be able to relate well to and develop a good rapport with a wide range of people. Have a friendly and   personable manner   * Work related numerical and logical reasoning skills * A high degree of accuracy * A sound and methodical approach to work * Self-motivated and able to work under own initiative * Able to work flexibly and creatively to meet changing priorities. * Ability to organise own workload with minimum supervision and   deliver required performance standards to specific deadlines   * Remain focused under pressure and identify priorities * Show initiative and common sense * Capable of learning new skills * Reliable * Able to work in a team environment * Be customer focussed. | I/T  A/I/T  I  I/T  I/T  I  I  I  I  I  I  I  I  I  I |

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Shared Services on 01905 947446**

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