Employer Liaison Officer - Staffordshire Pension Fund 

GRADE 6

Our Vision

We have a clear vision for Staffordshire - an innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy

Our Outcomes

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth
* Live in thriving and sustainable communities
* Be healthier and more independent for longer

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, flourish and contribute to our ambitious plans. Our values are at the heart of 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**

Membership of the Local Government Pension Scheme through Staffordshire Pension Fund has a significant impact on the cost of employing staff and as a result, contributes to the Council’s vision and values, as well as the visions of many other Public Sector organisations across Staffordshire. The Fund has its own governance arrangements, independent management, and commissioning arrangements. The division also provides the County Council and other Partner organisations with a risk managed Treasury Management Service.

**Staffordshire Pension Fund Outcomes**

* To ensure sufficient funds are available to meet liabilities as they fall due for payment
* To minimise employer contributions and keep them reasonably stable
* To balance risk and reward
* To comply with all Pension Regulations and statutory requirements
* To be accountable to and address the needs of our wide range of stakeholders, including 110,000+ Scheme Members, 500+ Employing Bodies, the Pensions Regulator, HMRC and the National Scheme Advisory Board.

Reporting Relationships

Responsible to: Senior Team Leader - Employers

Responsible for: Not Applicable

Key Accountabilities:

1. To control the end-to-end administration of the admission of new Scheme Employers to the Fund and to manage enquiries from new Scheme Employers in relation to their role in respect of the Local Government Pension Scheme Regulations.
2. To ensure that new Scheme employers requiring admission body status are issued a standard admission agreement for consultation to ensure that the final admission is, signed and sealed in accordance with the LGPS regulations and to deal with the conversion of Schools to Academy status including support and monitoring of the new Employer in the Pension Fund.
3. To obtain the individual employer contribution rate for new Scheme Employers and to ensure new employers understand their obligations for the payment of contributions.
4. To verify receipt of, reconcile and post monthly contributions received from Scheme Employers
5. To issue activation keys for My Pension Portal (scheme member self-service) and deal with sign up enquiries from members.
6. To deliver general communications to Scheme Employers and other organisations and to answer enquiries from Auditors
7. To update and maintain, bespoke databases, spreadsheets and mailing distribution groups and to provide reports on the progress of new Employer Admissions and Academy conversions as required
8. To contribute to the achievement of the commercial, technical and organisational objectives of Staffordshire Pension Fund and to deliver high standards of customer care at all times.
9. To work to deadlines and achieve agreed office performance standards to delivery 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
10. To carry out a range of other general administrative duties commensurate with the post, including support for in year and year end member data posting.
11. To participate in Team Briefings and training sessions and contribute to the achievement of the commercial, technical and organisational objectives of Staffordshire Pension Fund
12. 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**   * Minimum of 5 GCSE’s (Grade C or above) and which should include   English and Maths, or recognised equivalent  And, either:   * Minimum of 2 A-levels, or recognised equivalent   Or   * 2 years relevant administration experience | A      A  A |
| **employer_small** | **Knowledge and Experience**   * Experience of working in a financial environment * Knowledge of the Local Government / UK Pension Schemes * Working knowledge of Data Protection Legislation * Competent in the use of Microsoft Word, Excel and Outlook * Production of communications technical material and reports * A knowledge of payroll procedures * Experience of working with partners and stake holders | A  A/I  I  I  I  I  I |
|  | **Skills**   * Able to analyse and solve problems * Ability to explain complex and challenging material * Able to work to deadlines and achieve targets * To have a sound and methodical approach to work * To have good numerical skills * To have a good standard of communication skills both written and oral * Remain focussed under pressure and identify priorities * To be able to work independently and as part of a team * To be flexible and adaptable * To be customer focussed | I/T  I/T  I  I  A  I/T  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 **Liberata Employee Services Team on 01905 947446**

**Shared Services on 01905 947446**