



JOB DESCRIPTION

POST:	Pensions Team Leader
GRADE:	PO4
SERVICE AREA:	Resources
SECTION:	Pensions Administration
RESPONSIBLE TO:	Deputy Pensions Manager

PRIMARY JOB FUNCTION

To support and assist in the management, financial control and administration of the Local Government Pension Scheme (LGPS) and other related legislation for the Council and its employees, with responsibility for and control of specified duties, ensuring that the service is provided in line with the Council's Quality Principles.

To support the Deputy Pensions Manager in the development of projects and e-solutions to obtain greater efficiencies.

To assist in managing and improving all aspects of the Pensions Service.

DUTIES AND RESPONSIBILITIES

Management

1. To deputise for the Deputy/Pensions Manager in their absence to ensure the efficient operation of the Office, providing direction to the available resources as required; including the statutory function of 'relevant person' for pension disputes.
2. Manage a team of Pensions Administrators to ensure that the service provision is in accordance with the Council's commitment to deliver a high quality service to customers, to include the ongoing training and development of Pensions Administrators as required by the department and ensuring that all targets are met.
3. Supporting the Deputy/Pensions Manager in the responsibility for ensuring a safe working environment in the Pensions Office, including participation in the staff induction process to ensure that all relevant health and safety issues are highlighted to ensure compliance with both policy and the associated legislation.
4. Supporting and assisting the Deputy/Pensions Manager in both the interpretation and application of the LGPS Regulations, including amendments and consolidations and all other relevant legislation in order to ensure compliance in the calculation and administration of benefits, including the Data Protection Act, Freedom of Information Act, and Equal Rights Judgements of the European Court.



5. Conduct appraisal interviews and assist in the design and implementation of staff training programmes to meet organisational objectives.
6. Manage the efficient planning and allocation of workload to the Pensions Administrators and the checking of estimates, transfers, retirement and death benefits.
7. Joint responsibility for the control and payment of Court Order deductions from the Pension Payroll.

Technical

8. Acquire, maintain and communicate expert technical pension's knowledge for the benefit of staff and the Council as a whole. This will include research into new practices, liaising with different agencies and compliance with best practice to include the London Pension's Officer Forum.
9. Assisting the Deputy Pensions Manager in resolving system control issues in relation to calculation errors on the altair pensions database.
10. Responsibility for the quarterly reconciliation of the lump sum death grants payments against the general ledger.
11. Responsibility for the balancing of payments received from and paid to a defined group of admitted bodies, including the annual recording and processing of contribution returns as necessary.
12. Joint responsibility for ensuring effective third party pension administration relating to the London Pensions Fund Authority (LPFA), acting as Liaison Officer between the Council and the LPFA.
13. Assisting in all work processes for the annual closure of the pension fund account.
14. Acquire, maintain and communicate expert technical pensions knowledge for the benefit of staff and the Council as a whole. This will include research into new practices, liaising with different agencies and compliance with best practice to include the London Pension's Officer Forum.
15. Jointly responsible for the verification each month of the Pensions Payroll totalling in excess of £40 million pound per annum.
16. Promotion of the LGPS i.e. organising and providing presentations at pension surgeries and pre-retirement courses.
17. Responsibility for notification to the relevant Government Department payment of State Scheme Premiums and maintenance of Guaranteed Minimum Pension records.
18. Assisting the Deputy/Pensions Manager in representing the Council at Pensions Conferences, Forums and Seminars as directed.



19. Assisting in the continual improvement of the financial management of Pension income and expenditure, via the financial system database and help ensuring that the Pensions Office produces and maintains accurate financial records.
20. Responsibility for providing programme development training for all staff accessing the pensions database system.
21. Design and manage projects and communicate project timeline and aims to team members and stakeholders.
22. Assisting in the triennial Actuarial Valuation of the Council's Pension Fund, with responsibility for pension's database enquiries and processing as appropriate.
23. Assist in all work process issues associated with the timely and accurate production of Annual Benefit Statements for both current members and preserved beneficiaries.
24. Assist in devising and developing task management procedures in order to meet the requirements of the Council regarding pension administration performance.
25. Assisting in the implementing of the Communications policy for Pensions, and development of publicity material.

Relationships

This role involves close working relationships with a number of key contacts:

Head of Pension Fund & Treasury Management
Head of Human Resources
Corporate Directors
Internal & External Auditors



ADDITIONAL:

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- To carry out duties and responsibilities in accordance with the council's commitment to customer service excellence and ensure compliance with the customer care standards.
- To be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way duties are carried out.
- To ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- To carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.
- At all times to carry out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).

Post holder Declaration

Name:	
Signed:	
Date:	



PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post.

You should demonstrate on your **application form** how you meet each of the following essential criteria. Please ensure that you address each one of the criteria as this will be used to assess your suitability for the post.

Service Area: Resources		Division: Human Resources
		Unit: Pensions Office
Post Title: Pensions Team Leader		Grade: P04
REQUIREMENTS		
EDUCATION and EXPERIENCE		A/I/T*
E1	PMI qualified and/or extensive experience working in Local Government Pensions with a good technical knowledge of the Altair database system	A
E2	Experience of supervising people to deliver a proactive, adaptive, customer-focused and cost-effective service.	A
KNOWLEDGE, SKILLS and ABILITY		
E3	A minimum of 2 years' experience in the usage of the Altair database system pension database system for Local Government.	I
E4	Experience of prioritising conflicting demands and working effectively under pressure.	I
E5	Experience of developing positive and effective working relationships and working as part of a team.	A/I
E6	Ability to lead in the use of new technology to improve efficiency and effectiveness.	A/I
E7	Ability to analyse and interpret pension legislation and develop strategies and procedures in order to meet the requirements of the Local Government Pension Scheme and associated regulations.	I
E8	Thorough working knowledge of the Local Government Pension Scheme Regulations, and associated Payroll, Income Tax and National Insurance matters.	I
E9	Excellent communication skills (written and oral), including the ability to train staff.	I
E10	Ability to work flexibly and on occasions out of office hours.	I
E11	Ability to plan, supervise and monitor work to tight time scales.	I
E12	Ability to manage and deliver change projects using appropriate systems and resources.	A/I
E13	Ability to develop, implement, and monitor the effectiveness of e-solutions in order to maintain continual improvement in service delivery.	A/I



E14	Understanding and commitment to take a positive role in the implementation of the Council's 'Dignity For All' Policy (Equal Opportunities)	A/I
E15	Ability to supervise staff in accordance with Council policies.	A
E16	Good working knowledge of financial management practices, and the ability to develop continual improvement in the capturing and recording of data to ensure that the statutory IAS-19 accounting requirement for Pension Funds can be achieved effectively and accurately.	I
E17	Responsibility for providing programme development training for all staff accessing the pensions database system.	I
E18	Evidence of continuing professional development.	A
COMMITMENT TO EQUAL OPPORTUNITIES		
E19	Ability to adhere to the Council's Dignity for All policy.	

SPECIAL REQUIREMENTS OF THE POST (Delete or amend as appropriate)		
E20	This role will require you to obtain an Enhanced satisfactory clearance from the Disclosure and Barring Service formally known as the Criminal Records Bureau (CRB) Disclosure	
E21	This post is subject to the council's policy on pecuniary and personal interest (Delete/retain)	
E= Essential D= Desirable		
*Assessed by: A= Application I= Interview T= Test		