



EAST SUSSEX COUNTY COUNCIL

Job Description

DEPARTMENT:	Business Services Department
LOCATION:	County Hall, Lewes
JOB TITLE:	Pensions Support Officer
GRADE:	SS9
RESPONSIBLE TO:	Pensions Manager
MAIN PURPOSE OF THE JOB:	To provide a range of administrative and business support to the East Sussex Pensions Fund.

KEY TASKS

1. Working with limited supervision, to undertake a range of activities in support of the members and officers of the East Sussex Pension Fund discharge their duties, including report writing, research and analysis, reconciliations and data management.
2. Providing responses to a range of complex pension fund queries by phone, letter and e-mail.
3. Keeping up to date with pension technical notifications and ensuring circulated to relevant officers and members.
4. Undertaking relevant reconciliations of data and maintaining appropriate records associated with the pension fund to ensure compliance.
5. Liaising with external advisors including, investment advisors and managers, Fund actuaries, the Pensions Regulator and HMRC, to ensure effective communication and exchange of information.
6. Developing and maintaining an effective and collaborative working relationship with the Pension Committee and Board members and pension officers, to ensure effective communication and exchange of information.
7. Ensure maintenance of the Fund Website, ESCC intranet site relevant to pensions and appropriate standards of communication.
8. Coordinate and deliver related projects as required by the Pension Manager.
9. Undertake research on relevant subjects and produce reports for senior managers.
10. To undertake available training opportunities and show a commitment to continuous development, to maximise your potential and ensure the efficient and effective delivery of County Council services.
11. Undertake any other tasks commensurate with the grading of the post

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

This post requires that the successful candidate undertake a substantial amount of work involving a visual display unit, she/he will therefore be required to take an eye test.

**EAST SUSSEX COUNTY COUNCIL
PERSON SPECIFICATION**

**Post Title: Pensions Support Officer
Location: County Hall, Lewes
Grade: SS9**

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	<p>Ability to engage and develop professional relationships with a wide range of members, organisations and officers.</p> <p>Excellent level of verbal and written communication skills.</p> <p>Ability to produce clear and concise presentations and reports.</p> <p>Ability to use spreadsheets and general office ICT systems.</p> <p>Ability to develop practical and creative solutions to training needs identified.</p> <p>Ability to manage a workload, prioritise tasks and work to tight deadlines</p> <p>Excellent customer care and interpersonal skills</p> <p>To offer credible information and advice and respond quickly to requests for support.</p> <p>Strong organisational skills</p> <p>Good numerical and analytical skills</p> <p>Ability to design, develop and implement effective administrative systems to meet changing needs of the service</p> <p>Ability to undertake research and produce reports for senior managers.</p>		Application and Interview
Education & Qualifications	<p>NVQ Level 5 in Business Administration, a related subject or able to demonstrate equivalent relevant experience</p>	<p>Working towards (PMI) QPA Qualification Pension Administration or (IPP) Diploma in Pensions Management</p>	Certificate(s)/ Interview

Knowledge	<p>Able to demonstrate knowledge in the following areas:</p> <p>Delivery of high level administrative and business support within a complex multi-function organisation.</p> <p>Broad awareness of Local Government Pension Scheme (LGPS) regulations and an understanding of the reporting regime and consequence of non-compliance.</p> <p>Understanding of financial statements and ability to liaise with employers regarding queries</p>	<p>To have extensive knowledge of Microsoft Office</p> <p>To demonstrate knowledge of LGPS regulations</p>	<p>Application and Interview</p>
Experience	<p>Working within a complex environment, with multiple stakeholders and range of officer contacts.</p> <p>Proven experience of delivering a customer focused service.</p> <p>Experience of researching subjects and translating national initiatives and policies into practice.</p> <p>Experience of writing and editing reports</p>	<p>Experience of working in a pension or financial environment.</p>	
Personal Attributes	<p>Ability to manage constant and conflicting demands, often to meet tight deadlines.</p> <p>Able to work flexibly and supportively as part of a team.</p> <p>Proactive approach to work</p> <p>Diplomatic, innovative, change orientated, self-motivated.</p> <p>A commitment to equal opportunities and anti-discriminatory practice.</p> <p>Ability to work constructively with colleagues, both internal and external.</p>		<p>Application and Interview</p>
<p>Date (drawn up): September 2020 Reference of Officer(s) drawing up person specifications: Chief Finance Officer, 12016</p>			

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Health & Safety Functions



This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	<input checked="" type="checkbox"/>
Working with children/vulnerable adults	<input type="checkbox"/>
Moving & handling operations	<input type="checkbox"/>
Occupational Driving	<input type="checkbox"/>
Lone Working	<input type="checkbox"/>
Working at height	<input type="checkbox"/>
Shift / night work	<input type="checkbox"/>
Working with hazardous substances	<input type="checkbox"/>
Using power tools	<input type="checkbox"/>
Exposure to noise and /or vibration	<input type="checkbox"/>
Food handling	<input type="checkbox"/>
Exposure to blood /body fluids	<input type="checkbox"/>