



**Commercial Services Directorate  
Organisational Development Division**

<b>Post Title</b>	Pensions & Technical Officer		
<b>Post Number</b>	BG00207	<b>Grade</b>	6
<b>Base</b>	<i>Temporarily home based - to be reviewed in line with future working model</i>	<b>Hours</b>	37 hrs per week
<b>Car User Allowance</b>	Approved Casual	<b>Disclosure</b>	N/A
<b>Contact</b>	Richard Bridge – Organisational Development Manager Payroll/Health & Safety – (01495) 356068	<b>Updated</b>	January 2021
<b>Politically restricted</b>	<input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b> *		

\* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990.

**Principal Job Purpose**

Responsible to:      **Business Partner - Payroll**

Responsible for:      Supporting the OD Division in providing an effective and efficient Payroll, Pensions and HR transactional service to the Authority's Directorates.

**Principal Accountabilities**

1. To support the OD Division including the Head of Organisational Development and Operational HR in the delivery of an effective transactional service.
2. To provide all necessary infrastructure regarding starters, leavers, deductions and retirement estimates to the Pensions Administrators.
3. To produce detailed monthly CARE reports, Teachers MDC reports, future MCR reports and reconcile against payroll deductions.
4. To ensure compliance with the Pensions Regulator in relation to Auto Enrolment and to produce reports as and when required by the Pensions Regulator.

5. Calculation of all statutory and non-statutory pay related payments as required.
6. To administer and conduct Disclosure and Barring Service checks in line with legislation.
7. Conduct and quality control the pre-employment process.
8. Administer contractual changes within the iTrent system and produce relevant correspondence to employees.
9. 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.
10. To assist on the interpretation, communication and compliance of existing and proposed HR, Payroll & Pensions Legislation.
11. To produce management information reports utilising Business Objects reporting software in order to aid the decision making process of the Authority.
12. To support the development, implementation and updating of the iTrent system.
13. To review and modernise all system processes relating to employment such as iTrent, e-forms and correspondence.
14. To undertake duties in the best interests of the Department according to particular pressures and time constraints
15. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work
16. 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
Good educational attainments and possession of NVQ level IV in Business Administration or equivalent qualification together with proven working experience in a busy office environment	Essential	✓			
HR, Payroll and/or Pensions qualification.	Desirable	✓			
<b>Other experience</b>					
Experience of working in a Payroll/Human Resources Environment	Essential	✓	✓		
Experience of using Microsoft office applications	Essential	✓			
Experience of iTrent integrated HR/Payroll System	Desirable	✓			
<b>Knowledge/Skills</b>					
Knowledge of general office best practice e.g. effective management of information	Essential		✓		
Ability to communicate in an appropriate manner to a diverse range of colleagues and customers	Essential		✓		

### 2. Welsh Language Requirements (please select one of the following)

	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Welsh language skills are desirable (level 0 in all Welsh Language Levels above).	Desirable	✓	✓	✓	✓
Welsh language skills are essential and candidates should either possess the relevant skills or be prepared to learn them when appointed to the post (levels 1-3).	Essential				
Welsh language skills are essential (levels 4 and 5).	Essential				

	Level 0	Level 1 Entry	Level 2 Foundation	Level 3 Intermediate	Level 4 Advanced	Level 5 Proficiency
Listening/Speaking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading/Understanding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please see "[Welsh Language Skills Guidelines](#)" on the Blaenau Gwent website for further information on the above levels.

### 3. Special Requirements

	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Access to a vehicle for work purposes	Essential	✓			

#### 4. 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
<b>Delivering the service</b>	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
<b>Improvement &amp; Change</b>	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, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Providing Excellent Customer Service</b>	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
<b>Team Working</b>	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, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Communicating</b>	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				✓