

PENSION SPECIALIST

Reference No.	G096.01	Type	Generic
Service	Revenue & Commercial Services		
Job Family	Professional 2	Grade	FC8

Purpose

Acting as the Council's Specialist on all pension related matters. Maintaining professional knowledge and being fully conversant with legislation around the LGPS and the Teachers' Regulations. Liaising with Senior Management/Councillors/Pension Board/Human Resources and External bodies. Ensuring high quality and customer focus is at the core of service delivery.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Interpreting the LGPS/Teachers Regulations.	Extensive experience which demonstrates in depth knowledge of LGPS regulations and legislation	✓	
	Educated to SCQF level 8 which includes HND or SVQ level 4 or equivalent and/or relevant recognised professional qualification or equivalent experience	✓	
Preparing and providing advice in relation to employer policies in accordance with the regulations.			
Ensuring all statutory and legislative changes are implemented and communicated to all relevant parties.			

Role Profile

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Leading on the development of practices which support the Council's aims and values and contributing to internal policy changes e.g. specialist advice in relation to how legislative changes impact on employer's current policy.	In depth knowledge and understanding of effective pension practices and solutions to deliver organisation goals (Deliver results – See – “How We Work Matters Framework)	✓	
Promoting and participating in effective partnerships e.g. Admitted Bodies; Pension AVC providers: Scottish Pension Liaison Group, SPPA.	Experience of participation in effective partnership working and partnership working (Take ownership)		✓
Working across the Service and with internal and external partners and organisations, ensuring a shared understanding and commitment to quality service delivery.	Comprehensive understanding of local government and partnership working	✓	
Implementing effective means of communication and problem solving, ensuring that all results are analysed and applied to promote service improvement and maintain high standards of service delivery.	Effective project management skills	✓	
	Time management skills	✓	
	Workload awareness	✓	
Providing appropriate operational advice and support on complex or unusual issues to Team and Senior Management.	Ability to provide a regular and effective service	✓	
Representing the Service and providing updates on internal and external working groups, external agencies, e.g. SPPA, Scottish Pensions Liaison Group and LGPS.	Experience of participation in effective multi agency working (Work together)	✓	

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Supporting line manager with Council's corporate complaints procedures about pensions and engaging and working with MP's, MSP's and Councillors in respect of queries/complaints.	Experience of customer engagement and customer care (Focus on customers)	✓	
Engaging with HR, Councillors, Pension Board with regard to the Pension Fund Accounts Report.	Experience of working effectively with stakeholders Report writing skills (Embrace technology and information)	✓	✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input checked="" type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results