

## **LONDON BOROUGH OF LEWISHAM - JOB DESCRIPTION**

Designation:	Pensions Officer	Grade:	S01
Reports to (Designation):	Pensions Team Leader	Grade:	P04
Directorate:	Resources	Section:	Pensions

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### **Main Purpose of the job:**

To calculate and administer the benefits of the Local Government Pension Scheme in accordance with Scheme Regulations and HMRC Regulations.

To ensure that data held on the pension system (Altair) is updated accurately in line with Pension Regulator guidelines.

To provide a professional, efficient and effective pension service to all members, employers and 3rd party customers.

Develop knowledge, skills and expertise in a Pension service area which will be the main focus of your work.

### **Areas for Decision Making:**

Interpretation of current and previous LGPS Scheme regulations, other appropriate legislation and employer discretions and apply the correct regulations for accurate calculation of entitlement to pension benefits. Knowledge of redundancy legislation to accurately calculate entitlement to redundancy payments.

### **Administrative and technical expertise:**

To accurately perform calculations of pension benefits, using the pension system (Altair), as required in accordance with LGPS regulations and guidance provided by the Government Actuarial Department, to include:

- Retirement benefits including early, redundancy, ill health and flexible retirements
- Death benefits including death grants, spouse's and partner's pensions and children's pensions
- Estimates of scheme benefits for members or HR
- Transfer of pension rights both in and out of the LGPS including Interfund Adjustments, club schemes and private sector companies
- Aggregations and Concurrent Cases
- Early leavers including deferred Benefits and refund of contributions
- Pension sharing on divorce
- Calculating additional pension contributions
- Calculation of redundancy payments

To process pensions payments and other financial transactions promptly and accurately in accordance with Lewisham Council's Financial Regulations and maintain accurate and detailed records.

Maintain the accuracy of pension records by ensuring that documents are filed or scanned in accordance with policy and that working papers and audit trails are maintained.

To effectively work with in-house data systems currently Altair, I-Connect, Resource Link payroll and Oracle payroll.

To provide scheme members and scheme employers with clear, concise and accurate information about the provisions of the previous or current regulations and how these will apply in specific circumstances.

To review data received from scheme employers for accuracy and consistency – querying where there are anomalies. Work with existing and new scheme employers to improve the quality of data being provided.

Assist in the preparation of data for external bodies – in connection with scheme valuations, actuarial assessments and other data requests.

Contribute to the continuous improvement of the Pension Team by ensuring that all work is carried out in accordance with current procedures and contribute to the review of those procedures, trialling and implementing any proposed or agreed changes.

Any other duties and responsibilities appropriate to grade and level of responsibility of this post.

### **Leadership and Teamwork:**

Participating in training and undertake training as required for the role.

Supporting the induction and learning of new team members and fellow team members.

Providing cover for colleagues during periods of annual leave and absence from the office.

Applying your knowledge and feedback from others to contribute to service improvement.

Help to communicate and promote the pension scheme.

To provide support on all project work as required such as, annual benefit statements, pensions increase, end of year processes, valuation etc.

Attend and participate in meetings as required such as user groups and forums.

Undertaking such other duties as may reasonably be required of you commensurate with your grade and as required to support the business including maintaining business continuity.

### **Commitment to Diversity:**

To understand and carry out the duties of the post with due regard to the Council's Equal Opportunities Policy and core values. The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination

**Data Protection:**

To understand GDPR legislation and other requirements in the management of sensitive personal and financial information and to operate accordingly. Being aware of the council's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.

Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.

Treating all information acquired through employment, both formally and informally, in accordance with the Council's Data Protection Policy.

**Health and Safety:**

All employees are required to comply with the Council's Health & Safety policies and procedures at all times, taking due care for themselves, colleagues and members of the public

**Internal Contacts:**

These include: Councilors', Senior Management. Legal Services, HR, Payroll, Finance, Union, employees and scheme members.

**External Contacts:**

This will include LGA, HMRC, Admitted Bodies, Scheduled Bodies, Local Authorities, DWP, NFI, Pensioners, Scheme Actuary, AVC provider, Pensions Advisory Service, Pensions Ombudsman, schools and other pension related parties e.g. previous employers, insurance companies.

**Other Useful Information:**

All employees are required to participate in the Performance Evaluation Scheme (PES) and to undertake appropriate training and development identified to enhance their work.

Assist in carrying out the Council's environmental policy within the day to day activities of the post.

Consideration will be given to restructuring the duties of this post for a disabled post holder.

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET  
THE CHANGING NEEDS OF THE SERVICE.

## **Person Specification**

**JOB TITLE:** Pensions Officer

**POST NO:**

**DEPARTMENT:** Pensions

**GRADE:** SO1

### **Note to Candidates**

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

### **Equality & Diversity**

Awareness of and a commitment to Equality of Access and Opportunity in a diverse community

**S**

Understanding of how equality and diversity relates to this post

**S**

### **Knowledge**

Knowledge of a Defined Benefit Pension Scheme and related legislation at a level applicable to the post

**S**

Knowledge of the Local Government Pension Scheme and related legislation at a level applicable to the post

Knowledge of redundancy and voluntary severance

### **Aptitude**

Ability to read, understand and interpret complex legislation and make the appropriate decisions

### **Skills**

(Skills can only be used as shortlisting criteria if the skill is to be tested)

(To Be Tested – S)

Excellent customer service and able to communicate effectively by telephone, in writing, by e-mail and in person

**S**

Experience and ability of working to deadlines and meet targets

**S**

Use of Microsoft Office applications, including Word, Excel and Outlook to at least a Basic level

**S**

Be able to undertake numerical calculations	<b>S</b>
Have a methodical and organised approach to tasks, with attention to detail	<b>S</b>
Use Initiative, be flexible and ability to handle change. Ability to work alone, as well as co-operatively as an effective team member	<b>S</b>

**Experience**

Experience of Altair (Pensions Administration System) and Payroll Systems	
Experience of working in a pension section	<b>S</b>
Experience of payroll systems	<b>S</b>

**General Education**

English or English Language and Mathematics GCSE grade C or above, or equivalent, or comparable ability

**DBS Disclosure Required?**    **No**    ☐    **Basic**    ☐    **Enhanced**    ☐

**Physical**

Generally candidates must meet the standard Lewisham requirements for the post