

Service Document Standard Form:

Role Profile – Pensions Officer

Linked documents: *Job Evaluation Guidance Note*



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ROLE DETAILS:

Role Title:	Pensions Officer
Grade:	Scale H
Service area:	Finance and Assets
Responsible to:	Deputy Director of Finance & Assets

PURPOSE OF THE ROLE: *Why the role exists and what it has to achieve*

Public sector pension schemes have undergone significant reform in recent years and are becoming increasingly complex, and can have significant implications for the firefighter pension schemes and the Local Government Pension Scheme (LGPS). This role will lead on projects to understand the impacts of legislative changes and the required response to manage the associated risks. The role will gather, analyse and present information and data relating to all members affected by changes to pension legislation, as well as to work closely with pension administrators to ensure that all changes to scheme legislation are correctly implemented.

The postholder will provide advice and guidance in the development, co-ordination, monitoring and reviewing of all policies and procedures relating to pensions.

As a key point of contact for the pension administration service providers they will ensure that an efficient and effective service is maintained for all parties providing a visible, readily available, accessible point of contact to serving and retired members of the Service.

The postholder will need a strong understanding of current pension scheme legislation and the associated financial relationships such as taxation and will ensure they keep up to date with national pension regulations for all categories of staff.

DIMENSIONS OF THE ROLE: *The key statistics associated with the role*

Financial – Direct or Non-Direct:

- Indirect. Employer pension contributions £4.1m per year

Any other statistical data

- To produce monthly and quarterly reports, including to the Local Pensions Boards as required

To analyse data sourced from systems and other records, identifying required actions,

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trends, and generating reports.

PRINCIPAL ACCOUNTABILITIES: *What the role is accountable for and required to deliver*

- Examine the pension landscape to ensure changes in regulations, case law and in relation to financial aspects (taxation, actuarial factors etc) are identified and understood for their impact on the Service.
- Lead projects to gather, analyse and present information and data relating to all members affected by changes to legislation.
- Ensure that all statutory Regulations and new Scheme arrangements are correctly applied within the Service. Work with the pension administrators to ensure that all changes are implemented efficiently and effectively.
- Keep up to date with all future legislative changes and technical developments in pension matters that may affect pensions and which will directly impact on current and future work activities.
- Ensure all pension related matters including legislation, guidance and key messages are communicated appropriately within the Service
- Understand the payroll implications of change and ensure a close and effective working relationship with Payroll to ensure efficiency of operation.
- To work with Finance to understand the tax, actuarial and other pension related financial impacts to inform reporting, decision making and communications.
- To work with HR, Finance and Payroll to ensure that data held for active members is accurate and pension contributions are deducted correctly.
- In liaison with HR, Finance and Payroll and the Pensions Board, ensure reporting requirements are met for the pension administrators, Central Government, The Pensions Regulator as appropriate.
- Ensure the Scheme Managers discretions are up to date and applied correctly in relation to all pension schemes
- To be a key contact for the pension administration contracts, leading matters as delegated by the Service and ensuring service level agreements are maintained and services are provided to expected standards
- Review systems and processes to ensure the most effective application of pension administration exists and implement process changes as appropriate.
- Oversee process improvements related to pension administration to ensure the Service can meet all statutory requirements. Provide information and support to meet internal audit need and act accordingly on any recommendations emerging from these.
- Be a key or first point of contact (if designated) for the pension administration service

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provider to ensure that an efficient and effective service is maintained for all parties.

- Oversee the provision of a visible, readily available, accessible point of contact to serving and retired members of the Service and provide guidance in the development, co-ordination, monitoring and reviewing of all policies and procedures relating to Pensions.
- Advise on case work relating to specific individual issues as necessary, ensuring issues are addressed in a timely way to resolution and risks are mitigated for the Service.
- Provide training on pension implications for HR, finance and payroll processes to relevant teams and management as appropriate.
- Work with Finance and Payroll to prepare multi-year returns to the Home Office on the Firefighters' Pension Scheme covering all areas of pension spend and income, to support claims to the Home Office for funding.
- Assist Finance and Payroll to prepare pensions figures and narrative to be included in budget and financial monitoring reports. In addition to routine reporting, this will also include supporting the decision-making process as necessary.
- Provide information, support and advice to the Local Pension Board as required and to The Pensions Regulator and other bodies as required.

DECISION MAKING:

Make decisions:

The postholder will make day to day decisions on the pensions projects they manage escalating these to Senior management as appropriate. They will be expected to produce recommendations after research and risk assessment of options.

Significant say in decisions:

The postholder will have a significant say in decisions relating to pensions matters within the Service.

CONTACT WITH OTHERS: *The frequent contact the role holder has with others and for what purpose*

Internal:

- Finance
- HR
- Payroll
- Members of the Firefighters and Local Government pension schemes
- Pensions Board

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External:

- Pension administrators
- The Pensions Regulator
- Local Government Association (LGA)
- Appointed auditors
- Other fire authorities and other public bodies

PERSONAL REQUIREMENTS:

- To participate in a programme of continuous personal and professional development relevant to the role
- To demonstrate conduct and behaviours in accordance with the Service policies, values and norms
- To comply with the Service's aims, organisational values and behaviours and their impact on this post
- To be committed to protecting and respecting the privacy of individuals and the responsible handling of personal information
- To ensure all aspects of health and safety are adhered to. Ensuring that all employees, visitors, contractors etc. within the area are following statutory requirements and Service policies and procedures
- The Service is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all employees and volunteers to share this commitment
- To undertake, with appropriate training, the duties of other roles as required
- To mentor and coach employees as required
- To contribute to the development and implementation of relevant policies and procedures
- Attend meetings as required and submit information in appropriate formats as required
- To undertake any other duties which fall within the broad spirit, scope, levels and purpose of this role that may reasonably be required from time to time, at any location required by the Service

REQUIREMENTS: Essential Criteria

The skills, knowledge, qualifications and training required to perform the role

Qualifications & Training:

- Educated to degree level or equivalent
- Relevant finance or pensions qualification(s)

Experience:

- Providing advice on public sector pension schemes

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- Experience of providing advice and support on complex pensions issues
- Project management, ideally within pensions projects

Skills:

- Able to use Microsoft Office package and finance and payroll systems
- Ability to work to time sensitive deadlines with attention to detail
- Numerate
- Openness to change and proactively seeks to improve it
- Able to prioritise tasks
- Analytical and problem-solving skills
- Good communication and presentation skills, able to present complex information in a way that is easy to understand
- Report writing
- Ability to determine requirements and priorities and to facilitate the achievement of agreed objectives within tight timeframes

Knowledge:

- Firefighters and Local Government pension schemes
- Knowledge of the relationship between pension and taxation rules

ANY ADDITIONAL INFORMATION: *Information relevant to the role.*

The post holder will be expected to have a flexible approach to work, possessing a high level of integrity, honesty, reliability and confidentiality.

This role profile will be supplemented by annual target-based outcomes, which will be developed in conjunction with the role holder. It will be subject to regular review and the Service reserves the right to amend or add to the content listed above.