

JOB DESCRIPTION	
Job title: Pensions Manager	Accountable to: Head of HR Systems, Payroll & Pensions
Contract length: Permanent	Hours per week: 35 Weeks per year: 52
Salary: £38,694 to £50,259 per annum	Grade: 5
Service: Human Resources	Location: 272 High Holborn, WC1V 7EY
<p>Where will this role sit within HR?</p> <p>The role is part of the HR Pensions team reporting to the Head of HR Systems Payroll & Pensions and forms part the wider HR Services and Resourcing Hub within HR.</p>	
<p>What is the purpose of the role?</p> <p>To be responsible for providing a comprehensive pensions service to all staff of the University, ensuring that the rules and legislation for each of the three pension schemes are interpreted, implemented and adhered to and that all audit requirements are met.</p>	
<p>Specialist Duties and Responsibilities</p> <ul style="list-style-type: none"> • To act as the lead authority within UAL on all relevant Pension matters generally and specifically in relation to Pensions schemes currently offered. • To manage and lead the Pension Team, and direct them in their duties, including the provision of information and assistance to employees regarding their pension options. • To deliver the operational services on a day to day basis to achieve the delivery of a high quality, professional and timely pensions service. • To formulate and implement policy and scheme changes as needed and in turn advise managers of the financial and operational impact of changes. • Develop the internal procedures for pensions matters to increase the efficiency and effectiveness of the department and develop service standards that will enhance the pensions service provided. • To keep up to date with and brief the HR and Finance Directors of any impact that pension scheme changes will have on the funding position of the University. • To perform briefings of any changes to UAL staff as required. • To ensure that the appropriate levels of support and resources are allocated for the effective development and delivery of HR Pension Services. • To ensure that processes are followed so that all scheme data is recorded correctly and provided to the scheme administrators and actuaries to ensure that the lowest employer contribution rates possible are applied to the University • To manage the submission of all monthly and annual returns to all supported schemes within the statutory time limits. 	

- To protect the University's reputation, status and funds by ensuring that all statutory obligations to the Pension schemes and the Pensions Regulator are met.
- Act as key contact with the relevant pension scheme administrators; Capita for the Teachers' Pensions scheme (TP), the London Pensions Fund Authority (LPFA) for the Local Government Pension Scheme (LGPS), and USS for the Universities Superannuation Scheme Ltd (USS).
- Ensure that University policies and procedures in relation to all pension matters are complied with.

General

- Assume other reasonable duties consistent with your role, as determined by the Strategic Workforce Analytics Manager, which may be assigned to you anywhere within UAL.
- Undertake health and safety duties and responsibilities appropriate to the role.
- Work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- Conduct all financial matters associated with the role in accordance to the University's policies and procedures, as laid down in the Financial Regulations.
- Personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).

Key working relationships

- Head of HR Systems, Payroll & Pensions
- HR Director
- HR Operations Manager
- HR Business Partners
- HR Consultants
- HR Advisors
- Associate Director HR Services
- Associate Director People Strategy
- Associate Director Business Partnering
- Head of Organisational Development
- Head of Diversity
-

PERSON SPECIFICATION	
Specialist Knowledge/Qualifications	PMI or similar qualification Comprehensive understanding of the regulations governing the Local Government & Teachers Pension schemes.
Relevant Experience	Demonstrable experience in a similar role at another University or similar sized organisation.
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Leadership and Management	Leading by example
Professional Practice	Contributes to advancing own skills and experience in area of specialism
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

Please make sure you provide evidence to demonstrate clearly how you meet these criteria, **which are all essential unless marked otherwise**. Shortlisting will be based on your responses.

Last updated: October 2020