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JOB DESCRIPTION	
Job title: Senior Pensions Administrator	**Accountable to**: Pensions Team Leader
Contract length: 1 Year Fixed Term	**Hours per week**: 35 FT **Weeks per year**: 52
Salary: £38,694 to £46,423	**Grade**: 5
Service: HR- Operational and External Affairs	**Location**: High Holborn

The pensions team are responsible for the day to day delivery of a high quality and professional pensions service for all University Stakeholders

What is the purpose of the role?

You will be the expert responsible for the provision of a comprehensive pensions service to all staff of the University while ensuring that the rules of all three pension schemes are interpreted, implemented and adhered to at all times.

Undertake a range of duties including the supervision and direction of the work of the Pensions team on a day to day basis, ensuring that all policies, procedures and legislative requirements are met.

Duties and Responsibilities

To lead and manage the Pensions Team and direct them in their daily duties

To deliver a high quality day to day professional and timely operational pension service

Manage all day to day queries received from prospective and scheme members and the wider HR community

To interpret and implement changes to the 3 defined benefit Pension Schemes offered by the University

To ensure that all scheme data is recorded correctly and provided to the scheme administrators & actuaries as necessary

Ensure that all monthly reporting requirements are met and any changes implemented in line with scheme rules and in a timely manner to comply with payroll closure dates

Ensure collation of monthly reports and preparation and submission of all monthly & annual returns within statutory time frames

Overview and update all email templates sent from the team to ensure accuracy

To maintain an up to date knowledge of pensions regulations affecting the 3 defined benefit pension schemes currently open to University employees:
Teachers' Pensions scheme (TP), Local Government Pension Scheme (LGPS), and Universities Superannuation Scheme Ltd (USS).

Ensure that University policies and procedures in relation to all pension matters are complied with, and all audit requirements are met.

To calculate pension estimates for retirements/ redundancies (TP), and calculate/request estimates from the (LGPS, USS) for members or HR Officers/ Consultants. Check, summarise; and explain the illustrations to the member or HR colleagues as required.

Third party invoices should be checked, logged, authorised, and passed to the Finance section for processing – always being aware of authorised signatories holidays, and University closures.

To develop maintain and update the Pensions section of HR website as required

To protect the Universities reputation status and funds by ensuring that all statutory obligations to the Pension Schemes and the Pensions Regulator are met

General

To provide holiday and absence cover for the Pensions Team Leader, and ensure accurate cover is maintained at all times

To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University

To undertake health and safety duties and responsibilities appropriate to the role

To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work

To undertake continuous personal and professional development, through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities

To 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

To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

To 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

HR Payroll
HR Systems
HR Services including all Managers and University staff
External partners and suppliers with whom regular contact is required.
Pension Scheme Administrators at TPS, LPFA & USS

Specific Management Responsibilities

Budgets: N/A
Staff: Pensions Team Administrators
Other (e.g. accommodation; equipment):

Last updated: December 2019

PERSON SPECIFICATION	
Specialist Knowledge/Qualifications	Hold a Professional pensions qualification
Relevant Experience	You should have experience in a similar role at another University or similar sized company Complete understanding of the regulations governing the Local Government & Teachers Pension schemes. Experience of scheme requirements relating to all Monthly and Annual submissions Knowledge of the USS pension scheme Experience of requirements for Automatic enrolment and re enrolment.
Communication Skills	You will be able to communicate effectively orally, in writing and/or using visual media. Ability to explain complex pension issues simply to all levels of staff including HR colleagues and those nearing retirement.
Leadership and Management	Your experience will enable you to motivate and manage the work of the team on a day to day basis, setting clear objectives
==Professional Practice==	==???==
Planning and Managing Resources	You will be competent at Planning, prioritising and organising work to achieve objectives on time
Teamwork	Your will work collaboratively in a team and where appropriate across or with different professional groups
Creativity, Innovation and Problem Solving	You will use your 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.

[*OPTIONAL ALTERNATIVE, for discussion with HR: The application form sets out a number of competence questions related to these selection criteria. Shortlisting will be based on your responses to these questions.*]

[*Psychometric testing must be included here if relevant*]

Last updated: December 2019