

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Pensions Assistant	JEID	I0001
Salary Grade:	Scale F		
Team:	Pensions Administration		
Service Area:	Finance		
Primary Location:	Warwick		
Political Restriction	This position is not politicallyis not restricted.		
Responsible to:	Pensions Administration Team Leader		

Role Purpose

To assist in the provision of an effective pensions administration system service. This could include undertaking tasks in relation to the Warwickshire Schemes' members, pensioners and employers.

Role Responsibilities

- Support all members of the team in the effective and efficient governance of Warwickshire Pension Schemes.
- Support all members of the team to ensure the accurate and effective administration and reporting of pension records.
- Administration and calculation of all types of benefits and entitlements.
- Assist the Team Leaders and Pensions Officers to ensure the timely submission of data and contributions by employers, and in reporting and addressing any breaches.
- Contribute to the development of key performance indicators and monitoring / management reports.
- Proactively contribute to continuous service improvement, including meeting service performance targets.
- Undertake continuous professional development in order to maintain technical and professional knowledge of pensions regulations and legislation.
- Contribute to the implementation and ongoing development and maintenance of computerised administration systems.
- Carry out any other duties appropriate to this role.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

5 GCSEs (A - C) or equivalent including Maths and English	A, I
Orderly and meticulous approach to work with a strong commitment to accuracy	A, I
Ability to work effectively under pressure, manage conflicting priorities and meet deadlines	A, I
Ability to communicate effectively both in writing and verbally	A, I
Ability to deal sympathetically with members, pensioners and beneficiaries	A, I
Commitment to service improvement, with a positive attitude to change and to act as a role model for other team members	A, I

Desirable Criteria

Assessed By:

A working knowledge of pensions administration	A, I
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Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

Provision of personal care on a regular basis Driving HGV or LGV for work

<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	