

# Job Description

- Job title: Pensions Officer (2-year fixed term)
- Grade: Sc4/S02
- Reports to: Deputy Pensions Manager
- Direct reports: None
- Your team: Pensions Administration
- Service area: Financial Management
- Directorate: Resources

## Special requirements of the post

Workstyle: Desk-based worker (Lower presence, one day a week minimum)

- Colleagues who are not usually client or customer-facing and can mostly work anywhere with the right technology. Regular on-site activities are required such as team events and collaboration that are more productive face to face

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This post requires a DBS check at the appropriate level (Standard)

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This is a safety critical post and will be subject to the council's drug and alcohol policy

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This post is subject to the council's declaration of interest procedure

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This post is designated as politically restricted

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## Our mission

Islington is a place rich with diversity and culture. As a council our sense of purpose couldn't be clearer: we serve. It's in the logo. We are committed to challenging inequality in the borough and as one of the largest employers we know that to look after the place and the planet, we have to look after our people. **Together we can change the future.**

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful and empowering. They spell out 'CARE', which is what we think public service is all about.

## Overview of the role

To assist in the administration of the Local Government Pension Scheme (LGPS) and other related legislation for the Council and its employees, with responsibility for and control of specified duties, ensuring that the service is provided in line with the Council's Quality Principles.

You will work closely with the Principal Pensions Officer to provide a customer-focused, cohesive pension service for Islington Council, and external organisations who are admitted bodies in the Local Government Pension Scheme (LGPS).

## Key responsibilities

You are a trusted partner on pension related issues, forging strong relationships with managers and employees to provide a high quality, effective service ensuring the pensions team respond professionally and accurately to queries, update and maintain records, work at pace and with a professional outlook.

Working closely with colleagues, you help to streamline and digitise the processes in your area, whilst supporting and contributing to service delivery and good communications, so that you can provide a first line pension service. You keep abreast of new developments, innovations and best practice in Pensions.

You ensure pension records and other confidential information are maintained to Council standards and best practice guidance, always being aware of and sensitive to the confidential nature of the information.

1. Performing calculations relating to pension entitlements and transfers to, from and within the LGPS, calculations and checking of transfer of pension rights to and from private sector occupational pension schemes, and to and from personal pension arrangements, and to provide a cross-checking function with other postholders within the Office as directed.
2. Calculating and completing refunds of ordinary and additional voluntary contributions, and cross-checking with other postholders.
3. Calculation of benefit estimates including alternatives, providing advice as required and cross-checking with other postholders.
4. Administration relating to status variations and career changes, including Maternity Leave and other absences, and cross-checking with other postholders.
5. Preparation of Pensions Payrolls including the collation of information, calculation of interim payments, and cross-checking with other postholders.
6. Implementing revised procedures for the calculation of benefits arising from new legislation as directed.

7. Creation and maintenance of financial records relating to certificates of protected pension benefits, and relevant calculations, and cross-checking function.
8. Calculation of the apportionment of Pension benefits in cases of divorce, and subsequent financial arrangements relating to an ex-spouses preserved pension rights.
9. Calculations of membership credits relating to the accumulated value of additional voluntary contributions.
10. Administration relating to the conversion of free standing AVCs into in-house AVCs.
11. Calculation, cross checking, and advice in respect of the purchasing of additional periods of membership, and associated administration.
12. Acquiring and maintaining an up-to-date awareness and knowledge of LGPS Regulations and associated legislation, including new developments in pension's matters to provide informed responses to enquiries and to promote the Scheme within statutory limitations.
13. Dealing with correspondence, telephone enquiries, and personal callers, giving interviews and advice on pension's matters involving contacts with all interested parties as directed.
14. To undertake other duties commensurate to the grade of the post.

## Compliance

Ensure adherence to legal, regulatory and policy requirements under GDPR, Health and Safety, Employee Code of Conduct and in your area of expertise by identifying opportunities and risks and escalating issues as necessary.

## Linked Grade

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Progression between grades Scale 4 to S02 is subject to satisfactory performance of all duties. Grade progression will be by 1 or 2 increments. Review of performance will be made at least once a year but can take place in advance of that period as circumstances require. The criteria will be as follows: -

### Satisfactory performance regarding -

Scale: 4-5	Starter record creation and maintenance Refund and Interfund calculations Opt-In/Out General enquiries Transfer calculations and payments Aggregations Retirement calculations and estimates Absences and maternities Cross checking with other postholders Admitted & Schedule Body Administration
Scale 6:	Death calculations Data Improvement Programme Projects APCs/AVCs/FSAVCs/QAPAs Reinstatements
S01-2:	Ability to handle and resolve more complex pension scenarios and queries LGPS Divorce Administration Death Administration Evidence of continuing further training and professional development.

Satisfactory performance of each Pensions Officer will be demonstrated through the accuracy of work, volume of work, and the ability to perform duties with minimal supervision. Verification of satisfactory performance will be assessed from altair and payroll reporting and in consultation with their immediate supervisor.

# Person specification

Your application form needs to demonstrate how you fulfil the role's requirements. It is essential to address the criteria, as this will be used to evaluate your suitability for the position.

## Essential and desirable criteria

**Essential:** the basic requirements that must be met for someone to be considered for a particular job. These criteria are mandatory and cannot be negotiated. Essential criteria directly impact the core qualifications or skills necessary to perform the job effectively.

**Desirable:** the additional qualities, skills, or qualifications that would be advantageous for a candidate to possess but are not mandatory. Not meeting them does not automatically disqualify someone from consideration for the job. This also allows candidates who do not possess certain desirable criteria the opportunity to explain how their other knowledge, experience and skills relate to these and what they may be in the process of doing or willing to do to achieve these.

**Knowledge, experience and skills (No more than 12 is advised – use 'tab' to create a new line when needed)**

Point	Criteria description	Essential/desirable
1.	You have demonstrable work-based experience of the Local Government Pension Scheme or PMI qualification (or equivalent) that evidence competence in Pensions Administration	Essential
2.	You have clear knowledge and understanding of: <ul style="list-style-type: none"><li>• The LGPS Regulations and relevant Payroll, HMRC limits, and regulatory compliance</li><li>• Annual Allowance</li><li>• Access and Fairness Regulations</li></ul>	Essential
3.	Experience of prioritising conflicting demands and working effectively under pressure.	Essential
4.	Ability to handle sensitive personal and financial information with discretion and professional.	Essential
5.	Ability to use a range of pensions and accountancy IT systems and Microsoft office suite software.	Essential
6.	Numerical proficiency – comfortable working with financial figures, contribution rates and actuarial factors.	Essential

Point	Criteria description	Essential/desirable
7.	Works effectively with colleagues across HR and Finance teams to ensure smooth pension administration.	Essential
8.	Experience of developing positive and effective working relationships and working as part of a team.	Essential
9.	High level of accuracy when processing benefits, transfer calculations and transitional tax-free amount certificates	Essential
10.	Capable of resolving member queries, identifying issues, and maintain accurate records	Essential
11.	Adaptability to change – able to respond effectively to regulatory updates, system changes and evolving administrative processes.	Essential
12.	Evidence of continuing professional development	Essential

### Our accreditations



Our accreditations include Disability Confident Leader, The Mayor's Good Work Standard, London Living Wage Employer, Stonewall Diversity Champion and Employer with Heart.