

### PERSON SPECIFICATION

**Job Title:** Pensions Officer  
**Directorate:** Finance  
**Service:** Pensions Service  
**Reports to:** Team Leader (Operations and Technical)  
**Grade:** I  
**Location:** One Angel Square Northampton  
**Hours:** 37

The following criteria are appropriate for this post. You must meet the essential criteria in order to be shortlisted for the post and it would be advantageous if you meet the desirable criteria.

#### **Education, Qualifications & Training**

##### Essential:

- ☐ 5 GCSEs at Grade C or above or equivalents
- ☐ GCSE Maths Grade C or equivalent
- ☐ 2 'A' levels (4 AS Levels) or equivalent

#### **Knowledge & Experience**

##### Essential:

- ☐ Broad understanding of all aspects of LGPS

##### Desirable:

- ☐ Knowledge of assisting employers with their duties gained through work experience
- ☐ Experience of working in a similar role or within the pensions industry

#### **Skills & Attributes**

##### Essential:

- ☐ Ability to translate legislation into business procedures/processes
- ☐ Excellent verbal and written communication skills
- ☐ Ability to explain clearly complex pension issues to non-specialists
- ☐ Confident analysing pension issues and offering sound, reliable and professional advice
- ☐ Ability to efficiently and accurately validate pensions and personnel data and prepare data capture spreadsheets in specified file format

- ☐ Extremely high attention to detail
- ☐ Initiative and ability to plan and organise time and resources to ensure that deadlines/targets are met
- ☐ The personal qualities and skills that promote open and constructive relations with colleagues and customers
- ☐ Good IT skills
- ☐ Fully competent in MS Office applications
- ☐ Able to prepare and manipulate data extracts
- ☐ Prepared to be flexible and adaptable to meet reasonable expectations of customers

Desirable:

- ☐ Able to use a website content management system