**PERSON SPECIFICATION**

**Job Title:**

Pensions Officer

**Directorate:**

Finance

**Service:**

Pensions

Service

**Reports to:**

Team Leader (Systems Team)

**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:



 GCSEs at Grade C or above or equivalents

5



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 o

f 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



Extre

mely 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 is 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