

# ISLE OF WIGHT COUNCIL

## PERSON SPECIFICATION

**JOB TITLE:** Pension Officer

**DIRECTORATE:** Corporate Services

**GRADE:** 6

**POST NO:**

**PREPARED BY:** Matthew Collier

**DATE:** March 2024

<b>E = ESSENTIAL</b> <b>D = DESIRABLE</b>		<b>SOURCE OF EVIDENCE - APPLICATION FORM = A</b>  <b>INTERVIEW = I</b>	
	<b>1. EXPERIENCE, direct work experience, other relevant experience. W= 5</b>		
E	Experience of Local Government Pension Scheme, training and supporting junior pension officers, dealing with pension enquiries, including explaining technical matters to a lay person		A/I
E	A range of experience in the understanding of applications e.g. Excel spreadsheets, word and databases.		A/I
E	Experience of utilising Heywood's Altair pension system and Pensioner Payroll or similar Local Government Pension Scheme administration system.		A/I
	<b>2. KNOWLEDGE, without which the job cannot be done effectively. W= 3</b>		
E	In depth working knowledge of Local Government Pension Scheme and understanding of multiple regulations in complex cases		A/I
E	Customer care standards and Data Protection requirements		A/I
E	Computer systems including Word & Excel		A/I
	<b>3. SKILLS &amp; ABILITIES, Essential/Capable of doing, Desirable/Able to train. W= 4</b>		
E	Ability to extract and manipulate data from Altair and spreadsheet provided from outside bodies		A/I
E	Ability to interpret information and apply to working examples including communicating this information both in person and in written communication		A/I
E	Proven ability researching and investigating unusual pension member scenarios		A/I
E	Presents a professional attitude and able to instil confidence when delivering information		A/I
E	Proven ability to work as part of a team		I
E	Proven ability to plan and prioritise workload to meet deadlines		
	<b>4. QUALIFICATIONS, TRAINING &amp; EDUCATION, also identify training to be given. W= 3</b>		
E	4 GCSE at grade C or above (including maths and English)		A/I
E	Required to attend the residential LGPS basic training course		A/i
	<b>5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition. W= 5</b>		
E	Very good interpersonal skills, including the ability to deal with sensitive situations		I
E	Willingness to learn, flexibility in approach and open to change and challenge processes		I
E	Understanding the importance of always maintaining confidentiality		I
	<b>6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc. W= 3</b>		
E	Ability to work flexible hours		I
E	Must present a positive image of the Isle of Wight Council Pension Fund		I
	<b>CONTRA INDICATIONS, if any</b>		

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