

# Isle of Wight Council

## Job Description



### Identifying Facts

Title of Post: Trainee Pension Officer

Directorate: Corporate Services

Post No:

Section: Pension Services

Date: 04 September 2024

Responsible to: Pensions Manager

### JOB PURPOSE – Pension Officer

To support and assist in the administration of the Local Government Pension Scheme (LGPS) and achieve the delivery of a high quality, professional and timely pension service to all scheme members and Scheme Employers.

To take account of the Council's vision, values, and objectives at all times and to have regard to the confidential nature of the work.

The tasks listed below are not a definitive list and you may be required to perform tasks outside of your grade to ensure continuity within the team. To progress to the next Grade, you will be required to perform all the tasks relating to that grade to a competent standard.

### KEY TASKS – Grade 4

- 1 Understanding the basics of the LGPS
- 2 Member Self Service Queries
- 3 NI Database Searches
- 4 Changing Personal Information/bank details
- 5 Opt ins/Outs
- 6 Basic Preserved benefits
- 7 Refunds of pension contributions
- 8 Assignment of Workflow tasks on Altair
- 9 'Tell us once' messages
- 10 Leavers with under two years' service
- 11 I-Connect starters
- 12 Payroll Input
- 13 Assigning Post/Emails/Scanning
- 14 Basic Phone Queries.

### GENERIC TASKS

- 1 Ensure that the relevant conditions and legislation relating to or affecting pension payments including income tax are complied with.
- 2 Maintain appropriate personnel records, both manual and computerised.
- 3 Ensure that the security and confidentiality of payment systems are achieved and complied with in accordance with Council policy and the Data Protection Act.
- 4 Assist in the training of and transfer of knowledge to other members of staff.
- 5 To produce training procedures to assist with the transfer of knowledge and correct application of pension processes.

This job description is correct as at the date given below. In consultation with the post holder, it is liable to variation by management to reflect or anticipate changes to the job.

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**Generic quality statement: The Isle of Wight Council** expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

**Safeguarding** - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

**Diversity and Equality** - All employees are expected to treat others with dignity and respect.

**Health and Safety** - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

**Data Protection and ICT Security** – All employees are required to ensure that any information or data collected or input into a council system complies with the standards set out and any associated processes that are specific to an area of work.

September 2024