

ISLE OF WIGHT COUNCIL

PERSON SPECIFICATION

JOB TITLE: Trainee Pension Officer

DIRECTORATE: Corporate Services

GRADE: 4

POST NO:

PREPARED BY: Matthew Collier

DATE: July 2020

E = ESSENTIAL D = DESIRABLE		SOURCE OF EVIDENCE - APPLICATION FORM = A TEST = T INTERVIEW = I	
	1. EXPERIENCE, direct work experience, other relevant experience.	W= 5	
E	Experience of working in an office environment		A/I
E	Experience of explaining technical matters to a lay person		A/I
D	Experience of utilising SAP and or a bespoke pensions administration system		A/I
	2. KNOWLEDGE, without which the job cannot be done effectively.	W= 3	
E	Basic knowledge of Local Government/Fire/NHS or other occupational pension scheme		A/I
E	Customer care standards and Data Protection requirements		A/T
E	Computer systems including Word & Excel		A/I
	3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train.	W= 4	
E	Good IT skills, able to input accurately and to deadlines		A/I
E	Ability to interpret information and apply to working examples		A/T
E	Demonstrates an interest in learning Pensions Administration		A/I
E	Ability to work as part of a team		I
	4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given.	W= 3	
E	4 GCSE at grade C or above (including maths and English)		A/I
E	Required to attend a residential LGPS training course		A/I
	5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.	W= 5	
E	Very good interpersonal skills, including the ability to deal with sensitive situations		I
E	Willingness to learn, and flexibility in approach		I
E	Understanding the importance of maintaining confidentiality at all times		I
	6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.	W= 3	
E	Ability to work flexible hours		I
E	Must present a positive image of the Isle of Wight Council		I
	CONTRA INDICATIONS, if any		