

ISLE OF WIGHT COUNCIL

PERSON SPECIFICATION

JOB TITLE: Trainee Pension Officer

DIRECTORATE: Resources

GRADE: 5

POST NO:

PREPARED BY: Louise Brading

DATE: April 2016

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 pensions administration and dealing with general 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 and databases		A/I
E	Experience of utilising SAP and Altair or a bespoke pensions and payroll system		A/I
	2. KNOWLEDGE, without which the job cannot be done effectively. W= 3		
E	General working 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	Ability to extract and manipulate data from a pensions administration system and spreadsheets 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/T
E	Demonstrates ability to investigate and research and investigate 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	Ability to prioritise workloads in order to meet deadlines whilst maintaining accuracy		A/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		

