



South Tyneside Council

BUSINESS AND RESOURCES

JOB DESCRIPTION

POST TITLE: Pensions Officer

GRADE: Band 3 - Band 6 (Career Grade)

RESPONSIBLE TO: Team Manager

Overall Objectives of the Post:

To work as part of a team involved in the day to day administration of the pension fund.

Key Tasks of the Post:

- 1. *You will be responsible for an effective service under the provisions of Local Government Pension Regulations and associated legislation. You will:***
 - Calculate, process for payment, check where required and record all sums.
 - Maintain records of pensionable service and contributions and administer transfer values to and from other pension providers.
- 2. *You will provide an efficient administrative service. You will:***
 - Deal with enquiries from scheme members, employers and other pension providers, by correspondence, e-mail or telephone.
 - Sort, scan, quality control and index incoming post and completed work on the Pension Section's electronic document management system.
 - Assist in the design and provision of documentation, forms and stationery required by the Pensions Section for the efficient exercise of its functions.
- 3. *You will be responsible for maintaining an effective information system. You will:***
 - Assist in the implementation, development and support of a computer based system.
 - Record, collate and prepare statistical information.
- 4. *You will be an effective team member. You will:***
 - Use your initiative and be flexible in your approach to work. To rotate between one of five teams within the Pension Section.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: JM/CL

Date: 7.06.19