



# South Tyneside Council

## BUSINESS AND RESOURCES

### PERSON SPECIFICATION

**POST TITLE:** Pensions Officer

**GRADE:** Band 3 - Band 6 (Career Grade)

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Educational Attainment</b>	<ul style="list-style-type: none"> <li>If candidate <u>has no experience</u> of administering a Contracted-Out Salary Related Pension Fund, 4 GCSE's Grade C or above or equivalent, including English and Maths or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>If candidate <u>has experience</u> of administering a Contracted-Out Salary Related Pension Fund, 4 GCSE's Grade C or above or equivalent, including English and Maths or equivalent</li> <li>GCSE or equivalent in computer studies or experience of computer operating</li> <li>"A" Level or above</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>If candidate does not have 4 GCSE's Grade C or above or equivalent, including English and Maths or equivalent, experience of administering a Contracted-Out Salary Related Pension Fund</li> <li>Experience of working with computerised systems and able to use Microsoft based office systems</li> </ul>	<ul style="list-style-type: none"> <li>If candidate <u>has</u> 4 GCSE's Grade C or above or equivalent, including English and Maths or equivalent, experience of administering a Contracted-Out Salary Related Pension Fund</li> <li>Experience of local government pensions administration</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> <li>Work Based Scenario</li> </ul>
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>Able to communicate effectively both orally and in writing</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> <li>Work Based Scenario</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>Able to work as part of a team</li> <li>Able to work on own initiative</li> <li>Confident telephone manner</li> <li>Able to work under pressure and to strict timetables</li> <li>Flexible approach to work in order to meet deadlines</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>

	<ul style="list-style-type: none"> <li>Committed to the principles of equality and diversity</li> </ul>		
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>Baseline security clearance</li> </ul>		<ul style="list-style-type: none"> <li>Basic check</li> </ul>