

JOB DESCRIPTION

Vacancy reference:	SRF30192
Post Title:	Assistant Pensions Manager
Grade:	Grade 6
School/Department:	Human Resources
Reports to:	Pensions Manager
Responsible for:	N/A

Purpose

The University has three main pension schemes for its members of staff, two of which are used for automatic enrolment. Although the administration of all schemes is carried out by third party administrators (TPAs), the Pensions Team provides the link between the employer and the administrators, acting as a point of contact for staff enquiring about pensions and providing a professional pensions service to both staff and the University. The team is instrumental in ensuring enrolment is carried out correctly and that information is provided to members in accordance with legislation and the required timescales.

The role supports the Pensions Manager and shares some duties and responsibilities with another Assistant Pensions Manager.

Schemes' Overview

The Universities Superannuation Scheme (USS) is a hybrid scheme open to academic and related staff. Formerly providing benefits on a final salary basis, it is now a CARE / DC Hybrid and around 2,500 Reading employees are members.

The University of Reading Pension Scheme (URPS) is a relatively new defined contribution scheme open to all other employees. The University of Reading Employees' Pension Fund (UREPF) is a defined benefit scheme with accrual on a CARE basis since August 2011 (final salary previously) and is now closed to new entrants.

Main duties and responsibilities

1. Regular, day to day tasks
 - shared management of the Pensions Office on a day to day basis including
 - supervising two Pension Assistants
 - resolving queries raised by them
 - checking and reviewing cases due under the Service Standards
 - checking calculations carried out by other team members where necessary
 - assessing priority orders
 - Along with other members of the team, carry out the processes for submitting data to scheme administrators within the required timescales. Such processes include the provision of information on new joiners, leavers, contributions paid, changes to personal details and periods of absence, resolving data import queries and ensuring HR colleagues are informed of any necessary payroll changes

- provision of early retirement figures and costings when requested by HR Partners and Senior Managers
 - take responsibility for complex queries and correspondence received where non-routine, tailored responses are required
 - dealing with audit queries
 - Acting as a source of auto-enrolment guidance for HR colleagues, line managers and general enquiries from members of staff.
2. Support to the Secretary to the Trustees
- providing support to the Secretary to the Trustees primarily for the open DC scheme in respect of scheme governance, in particular preparation of agendas, registers of conflicts of interest, collation and distribution of meeting papers, minute taking and documenting actions. There are 4 scheduled Board of Trustees' meetings and 2 Governance Sub-Committee meetings a year
 - organizing Governance Sub-Committee meetings and maintaining Operating Plans and Risk Registers
 - drafting updates to governance documents including the annual Chair's Statement, the Conflicts of Interest Policy, Terms of Reference for the Governance Sub-Committee among others
 - assisting with Trustee training and maintenance of the training logs
 - acting as the first point of contact for the annual Trustee Report and Accounts audit process.
3. Project work
- provide assistance to the Pensions Manager in respect of
 - delivery of the communications strategy. This can include delivering presentations to groups of staff as well as providing one to one discussions. Incorporates discussions and provision of information to staff with possible Annual Allowance and Lifetime Allowance taxation issues
 - delivery of training, both formal and informal sessions
 - procurement processes for TPAs and other service providers
 - undertake various annual tasks such as PLSA membership renewal, annual increases of *ad hoc* pensions in payment
 - completion of surveys and questionnaires
 - renewal of the Group Life Assurance scheme
 - occasional data cleansing projects and assisting with year end queries
 - other *ad hoc* projects as required.

Supervision received

Reporting to the Pensions Manager. Supervision will be in the nature of general guidance and discussion to resolve queries. Expected to use own initiative and be self-motivating.

Supervision given

The two Assistant Pensions Manager are responsible for the day to day supervision of two Pension Assistants. Assessing priority orders, resolving queries, checking calculations, forms and documents as well as covering training needs.

Contact

The Assistant Pensions Manager will be required to have contact and liaise with

- all members of staff
- pension scheme members and their families
- colleagues in HR and Finance

- the external administrators of the University's pensions schemes
- the University's senior managers
- professional advisers
- pension scheme Trustees.

Terms and conditions

This is a full time, permanent role. There are no designated hours of work and overtime is not payable, you will be required to work the hours required to fulfil the post.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Date assessed: 23 August 2019

PERSON SPECIFICATION

Job Title	School/Department
Assistant Pensions Manager	Human Resources

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Excellent planning and organizational skills to prioritise workloads and ensure that tasks are completed accurately and to deadlines • Proficient numeracy and literacy skills • Attention to detail, high level of accuracy and methodical working • Demonstrable good communication skills both oral and written, particularly the ability to explain a complicated topic to a range of individuals • The ability to write clearly and professionally (eg Trustee meeting minutes, drafting meeting papers etc) 	
Attainment	<ul style="list-style-type: none"> • Good general standard of education including GCSE or equivalent in English and Maths 	
Knowledge	<ul style="list-style-type: none"> • Legislation affecting pension scheme provision and administration including a good basic knowledge of automatic enrolment • At least a minimum knowledge of DC Scheme governance including familiarity with the DC Code of Practice and 21st Century Trusteeship • Awareness of issues of confidentiality and data protection 	<ul style="list-style-type: none"> • Basic knowledge of employment law
Relevant Experience	<ul style="list-style-type: none"> • Experience of working with pensions either in house or with a third party administrator • Working with both DC and DB schemes • Use of the Microsoft suite of applications, in particular Word, Excel and Outlook • Use of numeracy skills 	<ul style="list-style-type: none"> • Agenda and meeting preparation • Minute taking
Disposition	<ul style="list-style-type: none"> • Work under pressure • Ability to take responsibility/ ownership and use initiative • Confident to speak/present to a group • Ability to work well as part of a small team • Maintain confidentiality • Positive attitude • Self-motivated and flexible • Good interpersonal skills for customer care and team working 	<ul style="list-style-type: none"> • Willing to take on new challenges
Other	<ul style="list-style-type: none"> • Work flexibly 	

Completed by: Stephanie May	Date: 23 August 2019
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