Pensions Administrator (Pensions Officer)

Human Resources

Closing date: 9 February 2018
Interview date: 28 February 2018
Vacancy reference: 6346
INTRODUCTION

The Pensions Team at the University of York is a small team, currently comprising three members of staff. The team assists in the local administration of three national schemes (USS, NHS Pension Scheme and The People’s Pension) and also administers in-house all aspects of the University of York Pension Fund, a trust-based final salary scheme which is open to new members.

The University is seeking to appoint an additional Pensions Officer to specifically focus on data quality for the University of York Pension Fund and consequently, the successful candidate will work primarily on that scheme, rather than the other schemes administered by the Pensions Team. The role is initially for a twelve month period, which will be subject to review dependent upon funding and the requirements of the service.
Main purpose of the role

The successful candidate will work with the Pensions Officer and provide administrative support to the Senior Pensions Officer and Pensions Manager. The main purpose of the role is to focus on data quality, with the initial objective to be the reconciliation of guaranteed minimum pensions with HMRC, and the recalculation of benefits, such as deferred benefits and pensions in payment. The role also involves digitising pension records, and updating the database, as well as assisting in the development and testing of the computer system. As the role involves dealing with technical pension documents and performing calculations, previous experience of administering a defined benefit pension scheme is essential. The role may also involve answering general enquiries from members of the University of York Pension Fund and providing general office support for the Pensions Team.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- To set up and maintain computerised member records
- To undertake calculations of pension benefits
- To identify and resolve discrepancies in data, and amend member records and previous benefit calculations as appropriate
- To interpret and input data from existing paper records into the pensions computer system
- To digitise hard-copy archived information into document imaging production software
- To answer written and verbal queries from pension scheme members and University staff
- To provide general pension office administration and support

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.
## PERSON SPECIFICATION

### Qualifications

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<tr>
<th>Essential/Desirable</th>
<th>Qualifications</th>
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<tbody>
<tr>
<td>Essential</td>
<td>A general education to include at least five GCSE passes at grade C or above (or equivalent qualifications or relevant experience)</td>
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<tr>
<td>Desirable</td>
<td>A relevant pension qualification (PMI, QPA, IPPM etc.)</td>
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<tr>
<td>Desirable</td>
<td>ECDL</td>
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### Knowledge

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<th>Essential/Desirable</th>
<th>Knowledge</th>
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<tr>
<td>Essential</td>
<td>Knowledge of all MS Office applications particularly Word and Excel</td>
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<td>Essential</td>
<td>Knowledge of pensions legislation and regulations</td>
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<td>Essential</td>
<td>Knowledge of guaranteed minimum pensions (GMPs)</td>
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### Skills, abilities and competencies

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<tr>
<th>Essential/Desirable</th>
<th>Skills, abilities and competencies</th>
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<tr>
<td>Essential</td>
<td>Ability to use a specialist (pension) database system</td>
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<td>Essential</td>
<td>Ability to work with speed and accuracy</td>
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<td>Essential</td>
<td>Ability to effectively organise and prioritise own work</td>
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<td>Essential</td>
<td>Ability to communicate effectively orally and in writing with a broad audience</td>
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<td>Essential</td>
<td>Numeracy and literacy skills</td>
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### Experience

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<th>Experience</th>
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<tr>
<td>Essential</td>
<td>Experience of working in defined benefit pensions administration</td>
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<td>Essential</td>
<td>Experience of maintaining a database and undertaking pension calculations</td>
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<td>Essential</td>
<td>Experience of providing an excellent standard of customer service</td>
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<td>Desirable</td>
<td>Experience of HMRC’s scheme reconciliation service and e-room facility</td>
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### Personal attributes

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<th>Essential/Desirable</th>
<th>Personal attributes</th>
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<tr>
<td>Essential</td>
<td>Able to work independently or as part of a team</td>
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<tr>
<td>Essential</td>
<td>Able to work flexibly, under pressure and to tight deadlines</td>
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<td>Essential</td>
<td>Conscientious, organised, with attention to detail</td>
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THE DEPARTMENT

The University of York employs over 3,900 staff across 30 Academic Departments and 10 Support Departments and has 16,000 students studying a wide range of Undergraduate and Postgraduate programmes.

The Human Resources (HR) Department aims to support staff and managers by developing and adopting a range of strategies, expert advice, information and operational and specialist services: -www.york.ac.uk/admin/hr/.

The Pensions Team is part of the HR Department at the University and is a small team, currently comprising three members of staff. The team assists in the local administration of three national schemes (USS, NHS Pension Scheme and The People’s Pension) and also administers in-house all aspects of the University of York Pension Fund, a trust-based final salary scheme which is open to new members.
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world's leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities which appear in the world top 100 (2013-14) and 15th in the Times & Sunday Times league table (2016). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University aims to offer a nurturing and supportive environment as an employer. Flexible working hours, nursery facilities, childcare vouchers, cycle to work scheme, generous holidays and an attractive pension scheme all make the University of York one of the region’s leading employers.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it’s also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6346
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 9 February 2018

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance

Direct any informal queries to gillian.hamilton@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835