**HR Pension Officer - Job Description and Person Specification**

**Devon and Somerset Fire and Rescue Service**

# Job description

Job title: HR Pensions Officer

Grade: Grade 6

Department: People Services

Reports to: HR Reward & Benefits Manager

Line manager responsibilities (shared with other Pensions Officer): 1 x Assistant HR Officer and 2 x Assistant HR Officers (Project Support)

Updated: December 2024

**Main purpose of job:**

To be the primary point of contact for pensions processes and management of pensions administration. To provide comprehensive guidance on pension scheme regulations and processes to managers, employees, and all relevant stakeholders.

To assist the delegated Scheme Manager and Local Pension Board in ensuring compliance with pension regulations and legislative changes.

**Main Responsibilities and Duties:**

1. Carry out monthly administrative processes for employees in respect of their Pensions, including opting in and out of the Authority’s Pension Schemes in accordance with Scheme and/or auto-enrolment regulations, monthly reporting on member and contributions and annual reporting as required.
2. Research and provide accurate financial information to West Yorkshire Pension Fund (WYPF). Liaise with WYPF, finance and payroll on pension-related matters and act as the main point of contact and attending meetings with the Administrator as required.
3. To be responsible for overseeing pension related processes for the Service (several different schemes).
4. Oversee the implementation of changes to pension schemes (in line with legislative requirements).
5. Provide guidance to managers and employees in relation to pensions
6. Support the Health and Wellbeing team and other People Services Colleagues/Manager in relation to ill health retirement processes and paperwork. Oversee record maintenance of all ill health retirement pension paperwork subsequent reviews.
7. Liaise with HRBPs in relation to pension information and processes for employees.
8. Prepare pensions guidance notes and other pension related communications for publication on the intranet and other staff communication channels as appropriate.
9. Provide briefings to managers and HR colleagues on the impacts of pension changes, developing and amending policies and procedures where appropriate.
10. Coordinate and participate in pre-retirement course seminars and deliver any relevant content, as required.
11. Interpret pension legislation and regulations and provide guidance to all Authority managers and employees on pension related matters.
12. Oversee and advise on long-term projects including new pension schemes, remedy activity and automatic enrolment in order to ensure that the Authority complies with pension regulations and employment legislation, avoiding financial penalties.
13. Attend regional and national conferences/meetings in relation to Firefighter and Local government pensions.
14. Assist with the writing of papers for the Pensions Board in conjunction with the delegated Scheme Manager and committee services team.
15. Liaise with the Pay and Conditions Lead to ensure that adequate processes are in place for dealing with periods of unpaid leave and industrial action (in relation to the impact on pensionable pay, pensions and retirements).
16. Check and validate financial data for payroll input in relation to Pensions.
17. To support the department’s goals and objectives as well as actively engaging with your own continuous professional development, in accordance with DSFRS policies and procedures, and to participate in a collaborative team-based environment.
18. To comply with all Service policies, including Information Governance requirements and Health & Safety legislation.
19. To provide guidance and advice to other members of the team and to assist with any other duties required that are commensurate with the grade.

**Core Values of the Service**

We are proud to help

We are honest

We are respectful

We are working together

Please follow this link to the Service Core Values [Behavioural Framework](http://www.dsfire.gov.uk/WorkingForUs/ACareerwithDSFRS/CoreValues.cfm?SiteCategoryId=13&T1ID=44&T2ID=372)

Signed acceptance of the core values of the Service and agreement that the job description is a fair and accurate statement of the requirements of the job:-  
  
Job holder: Date:

Job holder’s manager: Date:

Designated senior manager (if applicable) Date:

##### Person specification

Grade: 6

Job title: Pensions Lead

## **Key competencies**

Excellent verbal and written communication skills including an ability to communicate with staff at all levels of the organisation

### **Essential and measured by application, test and interview**

Good planning, organisational and time management skills, with ability to work under pressure and meet conflicting deadlines

### **Essential and measured by application, test and interview**

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Proven ability to work to high degree of accuracy with both written documents and numerical data

### **Essential and measured by application, test and interview**

Proven skills problem solving, negotiating and successful stakeholder relationship management.

### **Essential and measured by application and interview**

**Work Experience**

Proven experience of working in a pensions related role (preferably in public sector / blue light services)

### **Essential and measured by application and interview**

Experience of providing advice and guidance on pensions including complex issues

### **Essential and measured by application and interview**

Experience of working with large volumes of financial data and undertaking complex financial calculations

### **Essential and measured by application, test and interview**

Experience of successfully working collaboratively across teams and with third party providers (e.g. scheme administrators, Occupational Health)

### **Essential and measured by application and interview**

## **Qualifications and knowledge**

Good academic background that facilitates the ability to analyse complex written and numerical data and navigate regulatory guidance and frameworks (degree level or equivalent

### **Essential and measured by application and interview**

Advanced numeracy, problem-solving and analytical skills

### **Essential and measured by application, test and interview**

High level of general ICT skills, including standard Microsoft applications

### **Essential and measured by application, test and interview**

Knowledge of pensions legislation, scheme types and standard processes

### **Essential and measured by application and interview**

In-depth knowledge of all Local Government and Firefighter Pension Schemes (LGPS, FPS 1992, NFPS 2006 FPS 2015 pension Schemes.)

### **Desirable and measured by application and interview**

## **Personal qualities and attributes**

A high level of self-motivation and ability to work on own initiative

### **Essential and measured by application and interview**

A flexible/adaptable approach with the ability to work efficiently and effectively as a member of a busy team, including supervision of colleagues

### **Essential and measured by application and interview**

A commitment to equality, diversity and inclusiveness

### **Essential and measured by application and interview**

**Factor guides**

### **Supervision/management of people**

Level 3 Direct supervision of at least one employee carrying out tasks in one identifiable area of work or, for example, work of a project nature.

### **Creativity and innovation**

Level 3 Creativity is a feature of the job but exercised within the general framework of recognised procedures.

### **Contacts and relationships**

Level 3 Issues generally not contentious, but where the outcome may not be

straight-forward. Within the Council, the advice or guidance would relate

to issues which are less well established. Alternatively outside contacts

would involve identifying details of service needs, assessment and

initiating action to provide assistance, offering straightforward advice or

delivering more comprehensive support and/or care.

### **Decisions – discretion**

Level 3 Work is carried out within programmes and objectives where there is a wide range of choices and where advice is not normally available and/or decisions where policy, procedures and working standards provide only general guidelines.

### **Decisions – consequences**

Level 2 Decisions which have a material effect on the internal operations of the post’s own or other departments or on the individual or the provision of service to the public.

### **Resources**

Level 1 Little or no responsibility for physical or financial resources.

### **Work environment – work demands**

Level 2 Work subject to interruption to the programme of tasks but not involving any significant change to the programme.

### **Work environment – physical demands**

Level 1 Work requiring normal physical effort.

### **Work environment – working conditions**

Level 1 Work normally performed in a heated, lit and ventilated indoor environment; may be exposed to occasional noise or outside conditions.

### **Work environment – work context**

Level 1 Work involves minimal risk to personal safety of injury, illness or health problems arising from the environment or the public/clients.

### **Knowledge and skills**

Level 4 Ability to undertake work of a variety of advanced tasks, confined to one function or area of activity, which requires detailed knowledge and skills in a specialist discipline.