

## Senior Pensions Adviser

### Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities shown below.

<b>Qualifications</b>	<b>Priority</b>
A pensions qualification or qualified by experience	1
 <b>Abilities, Skills &amp; Knowledge</b>	
Experience with managing operations across DB pension schemes	1
Experience with managing operations across DC pension schemes,	2
Experience with managing operations across education sector	2
A robust understanding of current pensions legislation and tax rules pertaining to pensions	1
Demonstrate pension administration experience	1
Good understanding of working within the education sector and knowledge of national priorities and issues	1
Ability to prepare and present reports	1
Ability to communicate effectively with staff at all levels throughout the College/Academy Trust, and evidence of liaison with pension fund administrators	1
Strong negotiating skills	2
Proficient in Excel and other Microsoft packages.	1
Excellent organisational skills.	1
Effective communication in writing and verbally.	1
Ability to provide excellent customer service.	1
Discretion in handling confidential data.	1

Ability to work as part of a team.	1
Ability to use initiative and manage own workload.	1
Ability to work under pressure to meet deadlines whilst maintaining accuracy.	1
Flexible and adaptable to change in the environment of work.	1
A commitment to promote the Equality and Diversity, Safeguarding and Health and Safety Policies and other OHC&AT policies.	1