

## Job Description

### Senior Pensions Adviser

We are looking to recruit a Senior Pensions Adviser. The post holder will report directly to the Director of HR and will be responsible for oversight and guidance of OHC&AT pensions schemes operation, the principal schemes being Teachers Pension Scheme and various LGPS funds.

In addition the role will be key in supporting the Principal and College leadership team with leading on delivering the pension strategies that are best suited to the organisations.

Strong communication skills, robust knowledge of policy, good planning and strong influencing skills will be of critical importance in driving forward the overall objectives. Beyond ensuring the smooth-running operational effectiveness and service delivery, the role requires the post-holder to be confident in their knowledge, able to present complex information in an understandable way and willing to train and support the teams around them to widen the overall knowledge capacity.

The Senior Pensions Adviser will be an expert in pensions and be available to make recommendations for strategic decision-making. They will be sufficiently flexible to deal with the range of challenges, responding quickly, effectively with creative innovative solutions which remain coherent with our core values and will work closely with Principals, Directors, Heads of Service and will form part of the Senior Finance Management Team.

The post-holder will work closely with others in the team such as the person with responsibility for employee benefits in HR and Payroll Manager but also have strong liaison with those responsible for pension accounting in the finance team.

## Duties and Responsibilities

The post-holder will be responsible for:-

1. Act as the OHC&AT specialist and recognised expert on all areas of pension administration and its rules and regulations.
2. To be instrumental in identifying and leading on internal policies and procedures relating to pensions, keeping the LGPS fund policies and strategies up to date.
3. To ensure that both statutory and local regulations are adhered to and service provision is of the highest professional standard.
4. Produce Pension reports for the ESLT and Budget Panel.
5. Action complex, technical pension queries from individual employees and managers ensuring queries are resolved accurately and promptly.
6. Ensure and direct the provision of Pension information to fulfil the OHC&AT's accounting requirements and timetables.
7. Identify and communicate the potential pension implications to senior management and determine the most appropriate method of implementing changes
8. Ensure the monthly production of pension information for the Trust.
9. Lead on the pension scheme setups for new Free Schools.
10. Lead on due diligence for pension and employee benefits for any schools converting to OHCAT.

11. Represent OHC&AT in matters relating to pensions in internal/external meetings.
12. Work with the HR team when outsourcing a service to oversee the correct transition of pension arrangements.
13. Management of specific anomaly arrangements such as Premature Retirement Pensions Administration Services (“PRA Contract”)
14. Monitor and update Expenses, Travel and Subsistence Policy at least annually or as HRMC guidance suggests
15. Oversee policy and process for Essential Car User Allowance Review
16. To interpret legislation and ensure compliance with all regulations for HMRC, Auto-enrolment and pension administration.
17. Verify information held in respect of Pension schemes.
18. Oversee and monitor the Service Level Agreement for Pensions
19. Prepare an ESLT pension half term update
20. Support the HR lead responsible for employee benefits with developing policy and guidance regarding the pension offer for employees
21. To work with the Payroll Manager to provide training and continually review processes and working practices to ensure and maintain an up-to-date effective pension service
22. Support the Finance team with annual valuation information, providing advice and guidance on interpretation of pension reports
23. To run appropriate training sessions (or appoint if appropriate third party providers) to staff, Service Directors and Office Managers across the Family as appropriate.

### **General Duties**

24. To carry out ad hoc projects as required by Executive Senior Leadership Team.
25. To maintain information in a confidential manner, following data protection regulations and internal guidelines on confidentiality.
26. To undertake Continuing Professional Development (CPD) and training to update own skills and knowledge.
27. To carry out all duties in accordance with OHC&AT policies, including the Equality and Diversity Policy, Child Protection and Safeguarding policies and Health and Safety Policy.