

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

POST DESIGNATION: Head of Pensions Service - Projects

REPORTING TO: Assistant Director of Finance

DEPARTMENT: Finance Directorate

SECTION: Pensions Service

GRADE:

Job Purpose

Working to the Assistant Director of Finance this post, alongside the Head of Pensions Service, will be responsible for ensuring the Pensions Service processes and procedures are fit for purpose and to enable the Council to efficiently deliver the pensions administration and pensions/payroll services.

In addition, the postholder will be responsible for all projects covering Pensions and Payroll. As well responsibility for the legalities surrounding admission agreements to the Pension Fund and dealing with internal and external legal companies. Although the post holder will report to the Assistant Director, they will advise senior management in their area of expertise.

It will be important that the postholder develops strong relationships with External Admitted Bodies and Academies, as well as the Financial Systems, Payroll and Organisational Maintenance functions, to ensure the efficient and accurate maintenance of key records across the systems,

The role will ensure the on-going development of an effective and efficient service, co-ordinating any and all projects, including but not limited to upgrade, implementation, changes to legislation and amendment of processes.

Main Duties

1. To act as the Council's lead officer on all pension projects with regards to the strategic, technical and operational aspects of the Council's Pension Service's processes and procedures. Providing training and written guidance to both staff and external stakeholders in regards to these areas. It is essential to the role that current knowledge of areas of responsibility is maintained.
2. To ensure that multiple projects are delivered on time and that internal staff, including ICT and external suppliers, work to necessary deadlines to ensure that projects are delivered and that legislation is adhered to.

3. To work with colleagues across the Council, and external scheme employers, to ensure the information relating to individual members of the pensions schemes is captured, maintained and reported to them accurately and in a timely and complete manner.
4. To be jointly responsible, with the Head of Pensions Service, for the accurate and timely payment of over 7,000 pensioners (totalling in excess of £46 million per year), payment of benefits (totalling in excess of £30 million per year) and accurate maintenance of personal data of over 20,000 members of the LGPS.
5. To represent the Council at national regional and sub-regional forums relating to the Service.
6. To ensure efficient and effective communications to all pension scheme stakeholders.
7. To lead, supervise and motivate a team of up to 20 staff, ensuring high quality performance in line with Local Authority values and management principles. (As this role is project based the staffing level may fluctuate depending on the needs of the projects.)

Duties and Responsibilities

1. To be the joint expert, with the Head of Pensions Service, in developing and implementing best practice guidelines for the service. To develop the Council's systems and strategies in these areas ensuring they are continuously developed to reflect legal changes, IT Security requirements, current and future best practice in the public sector and the requirements of the Council.
2. To be responsible for a range of programs and projects delivered by the Pensions Service, whilst liaising with the ICT team and external providers to ensure that all criteria is met. Due to the varied nature of these projects and the diverse set of specialist skills involved it will be necessary for the post holder to recruit temporary staff according to the requirements of the project.
3. Represent the Council at national, regional and sub- regional forums in respect of these services and respond to enquiries from external bodies including the Pensions Regulator, Scheme employers and admitted/scheduled bodies. To make returns to such bodies as required.
4. To be responsible for engaging with any new admitted bodies. This will involve liaising with internal legal services, contract services, procurement and the actuaries and pension fund investment team. To ensure that accurate information is provided and legal admission agreements are implemented correctly, and in a timely fashion, to ensure compliance with LGPS

regulations and that the fund is able to meet its liabilities.

5. To be the joint expert, with the Head of Pensions Service, in the interpretation of legislation that affects the Pensions Service. Where changes are required to systems or processes, be ultimately responsible for those changes and any subsequent communication/training. Liaise with other senior colleagues in HR, payroll and external stakeholders where changes affect their operations. Where areas overlap with 'business as usual' this will be jointly shared with the Head of Pensions Service.
6. To provide advice and guidance to the Head of Pensions Service with regards to the development of policies and strategies concerning the pensions function. Participating in corporate issues that affect other areas of the Council including providing advice on TUPE transfers and Academisation.
7. To work closely with the Senior Principal Accountant on any Pension Fund matters, including drafting and developing policies and strategies within the LGPS Regulations 2013. With the main focus on provision of data to the Pension Panel and Board and contractual admission agreements.
8. To write and present reports to the Pension Fund Panel Committee and the Pensions Board, answering any questions in relation to the LGPS.
9. To provide advice and guidance to any new employers regarding their responsibilities and associated risk of non-compliance.
10. To be the lead on the governance of the scheme, taking responsibility for procuring services to aid with data quality, mortality, life certification and to provide information to the Pensions Regulator as required, providing advice and guidance to the Head of Pensions Service.
11. To be jointly responsible, with the Head of Pensions Service, for the sign off of the monthly payroll run and the annual pensions increase uplift.
12. To be the point of contact to the Fund Actuary, when delegated by the Head of Pensions Service, in regards to pensions admission agreements and cessation of employers. To be responsible for the information provided in relation to any cessation of admitted bodies so that curtailment costs can be produced.
13. To ensure that the work undertaken as part of the projects is coordinated and delivered in an efficient manner, setting clear objectives for the service and dealing with feedback and complaints as appropriate. This includes ensuring the Council meets its statutory requirements in providing members with information, including the Annual Benefits Statements.
14. To ensure the operation of the sound financial controls required under financial procedures is embedded within the operation of the service.

15. To provide advice and guidance, with the Head of Pensions Service ,for the specification of requirements for the system that delivers the Pensions Administration and Pensions Payroll Services, including ensuring all releases are fully tested.
16. To maintain knowledge of relevant accounting and taxation legislation affecting the Pensions Payroll Service, to interpret and apply statutory rules, regulations and local conditions of service relating to Pensions Payroll Service matters.
17. To be responsible for ensuring effective training exists to enable the service managed to support the long-term delivery of services, with regards to all projects that are delivered both at senior and support staff levels, through continuous professional development of staff at all levels.
18. To ensure irregularities identified are investigated and reported to Corporate Anti-Fraud if appropriate. Attend court on such cases if required.
19. Overseeing any complaints in regards to project delivery, ensuring that they are dealt with sensitively, and within agreed deadlines, whilst always maintaining the professionalism of the Council. To be jointly responsible with the Head of Pensions Service for any internal dispute resolution and to provide relevant information and guidance to the adjudicators to enable them to make an effective decision.
20. Oversee the response to enquiries to the service from any source in respect of any projects; at implementation, delivery or post implementation stages.
21. Ensure the Pensions Service is provided in accordance with the Council's commitment to high quality service provision to users.
22. Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
23. Carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant legislation.
24. Responsible for undertaking employee investigations and appeals in line with RBG's policies and procedures
25. To ensure that services provided are clear, accountable and responsive to customer/client needs.
26. To oversee staff performance, attendance and absenteeism management so ensuring that the team efficiently uses it staff resources.
27. To contribute to the overall effectiveness of Financial Processing and to

deputise for the Assistant Director of Finance as appropriate.

28. To undertake other duties commensurate to the grade of the post.