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**PG**

**7913**

**Post Specification**

**Organisational Support**

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| **Date** | **June 2023**  |
| **Post Title** | CFRS HR and Pensions Development Assistant |
| **Job Family Role Profile** | **OS7**  |
| **Final Grade** | **Grade 7**  |

**To be read in conjunction with the job family role profile**

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| **Purpose of this post**  |
| Provide support to the People and Talent Team across a variety of pension related and HR administration tasks  |
| **Key job specific accountabilities** |
| 1. Support the administration of Fire Pensions Projects
2. Maintain Fire Pensions HR mailbox responding to e-mails / forwarding queries to the relevant department
3. Support the People and Talent Team with the provision of effective advice, guidance, and support.
4. Coordinate and maintain the People and Talent Team internal and external web pages, ensuring content is accurately recorded and updated in line with current standards. Regularly review documents to ensure the most up to date information is published.
5. Manage, maintain and update sensitive information and records
6. Contribute to the development of People & Talent policies, procedures and guidance, undertaking research and analysis as required
7. Ensure the maintenance of accurate and reliable data held both within manual and electronic HR information and payroll and pensions systems
8. Entering and providing information as appropriate in line with General Data Protection Regulations
9. Supporting HR colleagues with pension documentation in relation to casework for employees
10. Contribute to Government data returns as necessary
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| **Please note annual targets will be discussed during the appraisal process** |
| **Key facts and figures of the post** |
| **Budget Responsibilities** | * None
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| **Staff Management Responsibilities** | * Some provision of advice and guidance to managers / employees where needed
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| **Other** | * None
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| **Essential Criteria - Qualifications, knowledge, experience and expertise** |
| * NVQ 2 or 3 or equivalent demonstrable experience or knowledge in the relevant work area.
* Committed to ongoing personal development
* Thorough, accurate and well-organised with ability to prioritise own workload
* Experience in maintaining confidentiality
* Ability to work to deadlines and manage a number of tasks simultaneously
* Ability to work to a high degree of accuracy with both written documents and numerical data
* Experience of working with large volumes of financial data and undertaking complex financial calculations
* ICT competent with intermediate skills in the use of Microsoft Excel application
* Clear and effective communication skills
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| **Disclosure and Barring Service – DBS Checks** |
| * This post requires a Standard DBS check
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| **Job working circumstances** |
| **Emotional Demands** | * As expected for role
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| **Physical Demands** | * As expected for role
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| **Working Conditions** | * Agile working, office based
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| Other Factors |
| * None
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