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**PG**

**7968**

**Post Specification**

**Organisational Support**

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| **Date** | **September 2023** |
| **Post Title** | Pensions Data Advisor |
| **Job Family Role Profile** | **OS11** |
| **Final Grade** | **Grade 11** |

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

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| **Purpose of this post**  |
| To provide consistent, specialist pensions data advice and guidance to Cumbria Fire and Rescue Service and supporting the implementation of two major Pensions Projects. |
| **Key job specific accountabilities** |
| 1. Contribute to pensions project work that arises as a result of changes to the regulations, case law and best practice. This will include activity relating to the amendments to Regulations arising from the Matthews and Sergeant / McCloud remedies
2. Provide professional, consistent, accurate, timely advice and guidance on the interpretation and implementation of pensions policies, practices and statutory requirements.
3. Interpret and analyse data and produce timely reports
4. Checking, resolving and responding to complex queries on pensions data from employees and LPPA
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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** | * The role has no direct staff management responsibility but will need to provide advice, guidance and instruction to colleagues, managers and employees.
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| **Other** | * None
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| **Essential Criteria - Qualifications, knowledge, experience and expertise** |
| * Technical, vocational or part-professional qualification at vocational degree level or equivalent demonstrable experience (NVQ4).
* Membership of CIPD or demonstrable experience.
* Comprehensive pensions knowledge, in particular of the Firefighters Pensions schemes
* Up to date knowledge of legal and legislative frameworks.
* Excellent ICT, numeracy, analytical and comprehension skills.
* Capacity to work effectively under pressure, prioritise and meet deadlines.
* Personal integrity and understanding of requirements of confidentiality.
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| **Disclosure and Barring Service – DBS Checks** |
| * The level of check required is:
	+ DBS Standard
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| **Job Working Circumstances** |
| **Emotional Demands** | * None
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| **Physical Demands** | * None
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| **Working Conditions** | * Agile working, office based and may require travel throughout the country
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| **Other Factors** |
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