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**Post Specification**

**PG**

**7199**

**Organisational**

**Support**

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| **Date** | **January 2024** |
| **Post Title** | Senior Advisor – Pensions |
| **Job Family Role Profile** | **OS14** |
| **Final Grade** | **14** |

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

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| **Purpose of this post**  |
| To act as an expert, in terms of the employer functions and roles for the Firefighter Pensions Schemes and Local Government Pension Scheme to ensure the employer responsibilities are met in compliance with the regulations and in a fair and consistent manner across the Service. To support the Chief Fire Officer in their delegated role as Scheme Manager of the Cumbria Firefighters' Pension Scheme, including the provision of support to the Cumbria Fire Pension Board. |
| **Key job specific accountabilities** |
| 1. Review and update employer and Fire Scheme Manager pension policies, procedures and processes as necessary, monitor these for compliance, promote best practice and investigate and report any regulatory breaches where appropriate. Translate new pension regulations into practise.
2. Analyse and review changes to the regulations and practices, respond to consultations and assess the impact on the employer responsibilities to determine and implement any procedural changes that need to be made.
3. Lead, manage, coordinate and support project work (as an employer in the Cumbria LGPS pension fund and as the employer and scheme manager of the Firefighters’ Pension Funds) that arises as a result of changes to the regulations, case law and best practice. Current examples include:
	1. Amendments to Regulations arising from the Sergeant / McCloud age discrimination remedies;
	2. The changes to the Fire Modified scheme where service prior to 2000 will now be counted as pensionable.
4. Manage and monitor the arrangement with the Services’ pensions administrator (LPPA) in terms of employer functions for the LGPS and both Scheme Manager and employer functions for the Firefighters’ Schemes, making sure that LPPA fulfil their commitments. Liaise and collaborate with LPPA to provide technical services and support on pension related matters. Collaborate with colleagues dealing with contract arrangements to ensure the specifications for pension functions / responsibilities are comprehensive and appropriate.
5. Provide instruction and training to those carrying out the day to day employer functions to promote better understanding of the criteria and regulations so that they are applied correctly and fairly.
6. Provide advice and guidance on pension related case work and where other pension schemes impact on the employer role, for example in TUPE situations or pension appeals through IDRP.
7. Provide training, advice and lead on support to the Cumbria Fire Pension Board.
8. Liaise and collaborate with Finance and the Service Centre / payroll to provide technical services and support on pension related matters to ensure that they fulfil their responsibilities such as correct employee / employer contribution deductions from pay, assisting in the completion of returns such as those to the pension administrators (LPPA), HMRC, LGA etc and as appropriate.
9. Act as the employer representative for Cumbria Fire and Rescue Service, for the various pension schemes, liaising closely with the administrating authority, NFCC, LGA, colleagues and partners including the two unitary authorities.
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| **Please note annual targets will be discussed during the appraisal process** |
| **Key facts and figures of the post** |
| **Budget Responsibilities** | * The role has no direct budget responsibility
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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** |
| * NVQ level 5, Professional qualification or equivalent demonstrable experience.
* Evidence of continuing professional updating and development.
* Knowledge of payroll and / or pensions administration standards and current practices
* Experience of providing pensions, payroll or accounting services.
* Experience of introducing best practice and innovation within services.
* Experience of working and operating within a unionised environment
* Excellent interpersonal skills.
* Clear communication skills including verbal, written, report writing and presentational.
* Accurate 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** |
| * This post requires a standard DBS check
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| **Job working circumstances** |
| **Emotional Demands** | * None significant
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| **Physical Demands** | * None significant
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| **Working Conditions** | * . May require travel throughout the county
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| Other Factors |
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