



THE ROLE

SENIOR PENSIONS ANALYST

Department: Finance - Pensions
Role Code: TBC
Grade/Role: Grade 9 - Senior Pensions Analyst
Responsible to: Pensions Manager
Responsible for: No line management responsibility
Date Issued/Revised:

Job Purpose:

To protect and save life, property and the environment by...

Main Duties and Responsibilities:

1. Providing efficient and effective support to the administration of Pension arrangements within the Authority, which is in accordance with current legislation and Authority policy.
2. Review systems and processes to ensure the most effective application of pension administration within the Authority and implement process changes as appropriate.
3. Lead the way in exploring new technology tools, techniques, or practices for the Pensions team to improve its efficiency and effectiveness.
4. Undertake and manage pension projects with support from the Pensions Manager, producing recommendations after the research and risk assessment of options.
5. Analyse pension data between multiple systems for data quality assurance.
6. Identify opportunities and to contribute to the development of local and national strategy and plans regarding Pensions.
7. Research and prepare reports and present to the Senior Leadership Team, the Scheme Manager and the Pension Board.

Role Profile

8. Work collaboratively with our pension administrators to further develop the already excellent working relationship.
9. Analyse scheme membership data and trends to enable the Authority to effectively plan and manage its resources.
10. Identify opportunities for partnership working with others on a local, regional and national basis ensuring good working relations with all potential partners.
11. Ensure all internal and external reporting requirements are met.
12. Deputise for the Pensions Manager as needed at regular meetings.
13. Effectively manage own workload to meet deadlines and targets and ensure the Pension Board, Director of Finance, and other Service Leadership team members are updated on key issues as appropriate.
14. Attend meetings and training to keep abreast of ever-changing pensions legislation as well as other related legislation and its effects on the pension Schemes.
15. Manage and develop self and others to improve personal and team performance and achieve local and ECFRS objectives.
16. Any other administrative duties commensurate with the responsibilities and grading of the post.
17. Positively contribute to a safe work environment ensuring compliance with Health and Safety, Risk Management, Business Continuity and Safeguarding policy and procedure. Protect all personal information in adherence with the Data Protection Act 2018.