



Job Title: Pensions Assistant
Grade: 5
Salary: £25,138 to £29,605 per annum pro-rata
Department: Finance
Hours/Contract: Part time (0.6429FTE, 22.5 hours per week), permanent
Job Family: Management and Administration
Reference: 9182

Role Purpose

Working closely with the Head of Pension Strategy, you will provide an efficient, confidential and pro-active delivery of governance and compliance administration, multi-channel communications to/from all pension schemes' members and maintain regular contact with external pension administrators, pension advisors and actuaries and relevant regulatory bodies. In addition, you will assist in organising and planning University Pension Schemes' Trustee and Governance Board Meetings and wider pension scheme communication events.

You will assist the Head of Pensions Strategy in the confidential tasks in relation to staff pension member life events, e.g. retirement, working closely with Payroll & Pensions Operations, Human Resources and external administrators and insurers in pursuance of same.

The role reports to the Head of Pension Strategy and carries no supervisory responsibilities.

For information: The University and its subsidiaries operate 4 pension schemes: University of Leicester Pension and Assurance Scheme – Closed (Defined Benefit), University of Leicester Stakeholder Pension Scheme (Defined Contribution), Universities Superannuation Scheme (USS) and NHS Pension Scheme.

Main Duties and Responsibilities

Pensions' Governance & Compliance

- Maintaining a working knowledge of all the University's Pension Scheme Rules and Statutory regulations.
- Liaison with the pension scheme service providers to ensure that all business is transacted in line with the agreed deadlines and that all statutory administrative obligations are met.
- Assist in the implementation of any pension scheme change initiatives within the University, and liaising with the Pensions Regulator re compliance statements etc. as required.
- Assist in the management of services provided by the pension administrators, actuaries, advisors and legal and investment advisers in the operation of the University's pension schemes.
- Agree and co-ordinate the agenda, meeting minute distribution and diary alignments of Trustee or Governance Committee members for the attendance at relevant statutory or ad-hoc University pension scheme Board meetings.

Pension Scheme Member Engagement and Communications

- Ensure efficient dissemination of pension scheme information (e.g. Members' statements) to pension scheme members as required.





- Assist in the collection and collation of information for active employees to enable them to make informed decisions leading to or at retirement and other life events.
- Actively participate in all Bereavement cases within the University's Defined Benefit scheme. Specifically:
 - Collate and prepare case documentation for review
 - Assist in the determination of amounts payable to surviving beneficiaries.
 - Prepare and disseminate papers for consideration to Trustee representatives for adjudication on authority to pay survivor benefits.
 - If required, prepare letters for surviving spouse
- Ensure rules and regulations are followed for Death-In-Service for all other schemes as required.
- Assist in researching, developing and constructing Pension Scheme Newsletters and other member communications as required.

Other responsibilities

- Co-ordinate in conjunction with Procurement department, the evaluation of pension-related supplier tenders as and when required, maintaining a log of all supplier service contracts and their expiry dates.
- Receive, reconcile, co-ordinate approval and arrange settlement of the schemes' administrator, actuarial and advisor invoices within strict time limits.

Internal and External Relationships

- Work with Payroll & Pensions Operations for the maintenance of members' contributions, payments and banking procedures.
- Work with Pension Scheme Trustee or Governance Boards and the University's Communications team on University-wide pension communications
- Work with external pension providers, administrators, advisors, etc. when required

Planning and Organising

- Maintain an efficient and effective filing and archive file (paper and/or digital) securely and in line with GDPR legislation.
- Expedite both incoming post and email communications in a timely and efficient manner, highlighting urgent items to the attention of the Head of Pensions Strategy.
- Co-ordinate room bookings for pensions' strategy, governance, compliance, advisor, Trustee and confidential pension scheme member/employee meetings via the University's Resource Booker system.

Qualifications, Knowledge and Experience

Essential





- Academic or vocational qualifications (NVQ 3, general education to A Level, City and Guilds or equivalents) *
- Significant experience of pension scheme administration with a basic understanding of Defined Benefit and/or Defined Contribution schemes and Pension scheme regulations*

Desirable

- Experience within Higher Education or a similar setting
- Exposure or knowledge of Universities Superannuation Scheme (USS)

Skills, Abilities and Competencies

Essential

- Excellent literacy and analytical skills*
- High level of attention to detail*
- Able to be flexible and work calmly and effectively under pressure
- Excellent interpersonal skills, with the ability to communicate with a wide range of people
- Good IT skills, including proficiency in Microsoft Office, particularly Excel and Word*
- Self-motivated with the ability to use own initiative and manage workload effectively*

Desirable

- Experience of SAP for employee record and data enquiry and/or reporting.

****Criteria to be used in shortlisting candidates for interview***

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.





Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equity support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equity, diversity and inclusion.

