1 Advertisement

Post Title: Deputy Pensions Manager  
School/Division: Human Resources  
Hours: Full time or part time hours considered up to 1fte / 37.5 hours per week. Requests for flexible working options will be considered (subject to business need).  
Contract: Permanent  
Reference: 6810  
Salary: starting at £34,304 to £40,927 per annum, pro rata if part time  
Placed on: 18 November 2021  
Closing date: 04 January 2022. Applications must be received by midnight of the closing date.  
Expected Interview date: To be confirmed  
Expected start date: As soon as possible

- This new post in the Pensions team is an exciting opportunity for a pensions specialist who wants to grow or consolidate their experience of delivering a customer-focussed pensions service  
- You will manage a small team of administrators  
- You will deputise for the Pensions Manager

Please contact Tracey Llewellyn at t.llewellyn@sussex.ac.uk or Sharon Neal at s.f.neal@sussex.ac.uk for informal enquiries.

For full details and how to apply see our vacancies page

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.
2. The School / Division

Please find further information regarding the school/division at http://www.sussex.ac.uk/humanresources/

3. Job Description

Job Description for the post of: Deputy Pensions Manager

Department: Pensions

Section/Unit/School: HR

Location: Sussex House, Falmer

Grade: 7

Responsible to: Pensions Manager

Responsible for: 1.6 fte Pensions Administrators

Main Purpose of Job

1. The Deputy Pensions Manager line manages the pensions administration team, leading on all aspects of pensions’ administration, while delivering specialist and operational services on a day-to-day basis to achieve the delivery of a high quality, professional and timely pensions service.

2. The Deputy Pensions Manager is also expected to assess, develop and maintain procedures supporting the delivery of the pensions’ service at the University. The post holder deputises for the Pensions Manager, providing expert advice and technical guidance to staff in relation to their pensions and organising and attending Trustee meetings, preparing relevant reports and offering professional opinion as appropriate.

Job Context

The post holder is based in HR and the line manager will be the Pensions Manager. The Pensions team has close working relationships with the Payroll team which is also in HR and with the Finance Team.

The University administers pension contributions for its staff in four schemes: the University Superannuation Scheme (USS), the closed defined benefit scheme USPAS, its replacement defined contribution scheme USPSS and the NHS pension scheme, of which a number of our clinical academic staff are members.

Key Duties & Responsibilities
1. Line manage the pensions administration team, ensuring the delivery of a high
quality and accurate pensions support function, including processing of pension
related information to and from the schemes and other third parties.

2. Identify and plan required amendments to processes and lead on process
improvement for pension scheme administration in the team, including producing and
updating guidance and procedure notes, working closely with the Payroll and
Pensions Manager on any new projects and processes.

3. Organise, prepare reports for and ensure the accurate minuting of Trustee meetings,
liasing with Trustees and with the Pensions Manager on agendas and business,
attending meetings, and contributing by offering professional opinions as required.

4. Ensure the provision of specialist and administrative support to the USS, USPAS and
USPSS pension schemes and the scheme members. Liaise with staff across all
departments and levels within the University as well as directly with the pension
schemes.

5. Interpret and implement changes to the pension schemes offered by the University
as they occur and in turn advise members. Maintain an up to date knowledge of the
scheme rules and have an understanding of the statutory requirements of pensions'
avto- enrolment.

6. Ensure the smooth running of monthly schemes, including contractual/auto-
enrolment processes, etc.

7. Lead on the collation of monthly pension pay overs in line with deadlines set by each
scheme.

8. Communicate with staff, schemes and external bodies regarding providing pension
related information, legislative information and contractual/statutory pension
information including information relating to pensions auto-enrolment. Liaise with our
pensions communications consultants to ensure staff are aware of pensions benefits
and issues. Act as liaison for communications by the relevant pension schemes
direct to members.

9. Provide schemes with data via reports for scheme joiners/leavers, amendments and
absence.

10. Process year-end reports, analyse data and reconcile against pension payments.
Investigation of errors, complete reconciliation process and report relevant
information to the scheme to finalise data.

11. Assist in providing data and advice to University management on matters that affect
employees’ pension rights and the potential commitment of University funding.

12. Investigate queries from members and the scheme administrators via phone and
email.

13. Train relevant employees in pension matters so that they are able to respond to
general queries and assist in the administrative processes involved, review work
undertaken by Payroll employees.

14. Respond to more complex queries, as part of the administration of the shared email
account and to ensure that responses are issued within the defined timescales.
15. Working as part of the wider HR Payroll and Pensions Team to carry out other processing or finance duties as and when required.

### 4. Person Specification

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<tr>
<th>Person Specification Element</th>
<th>Criteria (Essential or Desirable)</th>
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<tr>
<td>Skills</td>
<td>• Ability to communicate effectively with a diverse range of people inside and outside the University. (E)</td>
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<td>• Excellent organisational skills including a good standard of numeracy and literacy. (E)</td>
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<td>• Advanced Excel skills including the use of functions, formulae, v-lookup, etc. Good working knowledge of other Microsoft applications including Word. (E)</td>
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<td>• Ability to use databases for queries and reports. (E)</td>
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<td>• Experience of the ResourceLink system would be an advantage. (D)</td>
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<td>• Ability to work with a minimum level of supervision determining own work schedule and taking the initiative in prioritising tasks, whilst maintaining a strong team presence within the wider team. (E)</td>
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<td>• Excellent interpersonal (written, oral and presentational) and customer service skills. (E)</td>
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<td>• Ability to handle data of a sensitive and confidential nature. (E)</td>
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<td>• Excellent problem solving skills. (E)</td>
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<td>Qualifications/learning</td>
<td>• A good level of general education to at least A level education or equivalent. (E)</td>
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<td>• A Pension, Finance or Payroll related qualification would be an advantage. (D)</td>
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<td>Knowledge</td>
<td>• Knowledge of defined benefit and defined contribution pension schemes and legislative pension requirements. (E)</td>
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<td>• Experience of working in a Higher Education setting would be an advantage. (D)</td>
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<td>Experience</td>
<td>• Experience of working with spreadsheets and complex numerical data. (E)</td>
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<td>• Experience of calculating financial information. (E)</td>
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<td>• Experience of providing advice to staff on pensions and dealing with pension issues. (E)</td>
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<td>• Experience of working with pension providers and Trustees, advising and offering professional insight of matters relating to pension provision for employees</td>
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<td>Personal Attributes</td>
<td>• A methodical and flexible approach to tasks, including effective forward planning attention to detail and the ability to work under pressure and to tight timescales. (E)</td>
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<td>• Empathetic, good listener, pays attention to the needs of clients and is sensitive to their needs, recognising that pension decisions may be linked to life transitions. (E)</td>
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