

Kent County Council

Job Description: *Pensions Business Support Assistant*

Directorate:	Chief Executive's Department
Unit/Section:	Pensions & Treasury
Grade:	KSB
Responsible to:	Business Management Officer

Purpose of the Job:

To provide comprehensive administrative and business support to the Kent Pension Fund team, ensuring the effective coordination of meetings, resources, communications and operational processes. The postholder will support senior managers and the wider team enabling a stronger focus on operational and strategic priorities.

Main duties and responsibilities:

1. Manage digital diaries, including arranging meetings and undertaking diary reviews to spot and resolve clashes.
2. Arrange desk bookings and room bookings using KCC systems.
3. Organise travel and accommodation, including train tickets and hotels, using KCC systems.
4. Support the booking of training courses, conferences and events.
5. Maintain accurate digital records and ensure confidential handling of information (for example, tasks may include preparing/updating organisational structure charts and cash award forms).
6. Order stationery and equipment in accordance with corporate processes.
7. Prepare and format presentations, including slide decks and supporting materials (based on information provided).
8. Support communication activity by posting documentation on the Fund's online portal and distributing emails.
9. Support digital file management and other governance controls by providing administrative assistance to document management (eg. archiving).

10. Provide administrative support to projects and programme activity (for example, support may include tracking the completion of actions, chasing colleagues for updates, collating information provided, retrieving information requested by others or data entry).

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Pensions Business Support Assistant*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> GCSE Grades C or above (or equivalent) in both English and Maths
EXPERIENCE	<ul style="list-style-type: none"> Some previous business administration or customer service experience (this may be at entry level) Experience managing diaries and bookings Experience of supporting a range of different customers (colleagues, senior managers, etc.) Experience in a fast-paced working environment
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Microsoft Office (Outlook, Word, Excel, PowerPoint, Teams, SharePoint) Written and verbal skills with high attention to detail. Works effectively with others within a team Flexible, proactive, reliable and professional
KNOWLEDGE	<ul style="list-style-type: none"> Awareness of the Local Government Pension Scheme. Willingness to learn about the Local Government Pension Scheme and the services provided by Kent Pension Fund.
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> We are brave. We do the right thing, we accept and offer challenge We are curious to innovate and improve We are compassionate, understanding and respectful to all We are strong together by sharing knowledge We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile Curious - constantly learning and evolving Compassionate and Inclusive - compassionate, understanding and respectful to all Working Together - building and delivering for the best interests of Kent Empowering - Our people take accountability for their decisions and actions Externally Focused - Residents, families and communities at the heart of decision making</p>