

Directorate: Chief Executive's Department
Unit/Section: Finance / Pensions
Grade: KR10
Location: Invicta House, Maidstone
Responsible to: Pensions Manager

Purpose of the Job:

To provide expert advice and information to members of the Pension Section and to scheme members in respect of all technical issues, legislative change, and statutory changes with regard to the various pension schemes administered by the section. Manage the learning and professional development of the section's workforce.

Main duties and responsibilities:

1. Provide advice and information in respect of all technical issues, legislative and statutory changes with regard to all the pension schemes administered by the section in conjunction with the Technical advice and training development consultants. Interpret and advise the section in relation to the statutory framework in which it must operate and comply to ensure a consistent accurate approach
2. Liaise with the Technical advice and training development consultants to ensure attendance on behalf of the section at all technical briefings to ensure the section maintains a high standard of understanding and awareness of the framework in which it must operate
3. Ensure that all issues and changes are communicated clearly and comprehensively to scheme employers in conjunction with the Employer & Member Relationship Consultant and the Technical & Change Consultant
4. Liaise with the Employer & Member Relationship Consultant to ensure all issues and changes are incorporated and explained clearly on the Pension Section's website and are statutorily correct
5. Expand, develop and review the use of the word integration facility in the Altair system
6. Undertake project work for the Pensions Manager as required
7. Manage the training officers and provide support and expertise. Identify their training and development needs to ensure professional development.
8. Liaise with administration team managers and Training officers on a regular basis to identify training and development needs within the administration teams. Work with

the administration team managers and Training officers to develop training subjects and to develop suitable course content

9. In conjunction with the administration team managers and Training officers, develop a training and development plan for the section based on both the sections and the individual's needs
10. In conjunction with the Training officers, deliver internal training where necessary. Produce and keep up to date all materials for in-house training
11. In conjunction with the Training officers, devise methods for solving specific training problems, either on a one-to-one basis or in groups
12. In conjunction with the Training officers, book members of the section on KCC internal courses and external courses, including training in specific pension qualifications. Evaluate all training programmes.

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

Kent County Council

Person Specification: Technical Advice and Training Development Consultant

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 |
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| QUALIFICATIONS | <ul style="list-style-type: none"> Educated to Second stage Level 4-5 Diploma or equivalent, and/or pensions professional qualification and/or proven ability to deliver the requirements of the post |
| EXPERIENCE | <ul style="list-style-type: none"> Experience of interpreting complicated pension legislation in both oral and written medias. Experience of working in an administrative environment and organizing and managing priorities to tight deadlines Experience of delivering and evaluating training |
| SKILLS AND ABILITIES | <ul style="list-style-type: none"> Ability to interpret complicated pension legislation and other related legislation Excellent accuracy, numeracy, and calculation skills Ability to organize and prioritize personal workload Ability to work effectively with a range of customers, staff and managers with tact, diplomacy, and professionalism. Have excellent communication and presentation skills Ability to write clear and precise notes and presentations regarding pension legislation/guidance and training and procedure notes Ability to relate to members of the section at all levels and encourage and motivate people Commitment to equalities and the promotion of diversity in all aspects of working |
| KNOWLEDGE | <ul style="list-style-type: none"> Knowledge of Microsoft Office applications including Outlook, Word, Excel, Publisher, Access and Powerpoint Knowledge of Pensions administration software system Altair Knowledge of the Local Government and Police Pension Schemes Awareness of Data Protection and confidentiality issues Awareness of and work within national legislation and authority policies and procedures relating to health and safety |
| BEHAVIOURS AND KENT VALUES | <p>Kent Values:</p> <ul style="list-style-type: none"> We are brave. We do the right thing, we accept and offer challenge |

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| | <ul style="list-style-type: none"> • 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 |
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