Kent County Council
Job Description: Data Manager

Directorate: **Chief Executive's Department**
Unit/Section: **Finance / Pensions**
Grade: **KR10**
Responsible to: **Communication and Support Lead Manager**

Purpose of the Job:

To manage and lead a team. Responsible for pro-actively promoting and facilitating effective communications and relationships between the Kent Pension Fund, its scheme employers, members, media and other stakeholders, through the management of data applicable to the Fund.

Main duties and responsibilities:

1. Manage a team of staff and provide support and expertise in data management related tasks. Identify training and development needs to ensure professional development and the provision of a high-quality service.

2. Manage the workload of the team to ensure the relevant Key Performance Indicators are met, all statutory regulations are adhered to and deadlines met. Lead regular team meetings, updating the team on current and proposed developments in order to maintain a high level of service provision.

3. Support the Communication and Support Lead Manager through ongoing development of strong working relationships and working practices with all employers in the Kent Pension Fund. Develop systems, procedures and polices for data management, liasing with employers and other stakeholders.

4. Lead on particular projects as directed by the Communication and Support Lead Manager. Create, implement and enforce polices for effective data management, formulating techniques for quality data collection and data maintenance.

5. Provide training to employers where necessary on the implications of changes to legislation, procedures or the implementation of new technology to enable the Pension Scheme to be administered more efficiently. Develop and deliver presentations at Employer Forums and any other events.

6. Liaise and communicate with the Pensions Administration Performance and Operations Manager and the Pension Systems Consultant to ensure all areas of the section's workloads are managed and completed in order to maintain a high level of service provision.

7. Engage with and build positive relationships with customers to ensure that their requirements are at the centre of the design and delivery of services. Promote

and provide assistance in developing communications between the Kent Pension Fund and its various stakeholders including an interactive website.

8. Make and encourage suggestions towards a continuous improvement culture within the section, adopting a proactive approach to your own development and supporting the development of others to create a continual learning environment for all.

9. Contribute to the development and maintenance of new processes to be used in the administration of the pension schemes administered by the Pensions Section following legislation change to ensure effective and efficient procedures are maintained. Devise and implement efficient and secure procedures for data handling and analysis. .

10. Keep abreast of relevant legislation changes and be responsible for cascading information as appropriate in order to ensure compliance with statutory requirements.

11. Increase awareness of scheme membership and information and data required from employers to support effective administration of pension schemes through provision of information, advice and training.

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.

Kent County Council
Person Specification: Data Manager

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	• 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	• Experience of operational management • Experience of organizing and managing priorities to tight deadlines • Experience of performance management
SKILLS AND ABILITIES	• Have excellent communication skills, verbally and in writing • Strong interpersonal, influencing and negotiating skills and experience • Well organised and capable of meeting deadlines • Problem solving abilities • Excellent accuracy, numeracy and calculation skills • Commitment to equalities and the promotion of diversity in all aspects of working
KNOWLEDGE	• Knowledge of Microsoft Office applications including Outlook, Word, Excel, Publisher, Access and Powerpoint • Knowledge of Pensions administration software systems, such as Altair • Knowledge of the Local Government Pension Scheme • 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	Kent Values: • 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 Our values enable us to build a culture that is: • 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