

PERSON SPECIFICATION

<u>POST:</u> Data Manager	<u>GRADE: UNGRADED LINE MANAGER</u> Salary Band: Line manager band	<u>DEPARTMENT / SECTION:</u> Pensions – Operations
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	PREVIOUS EXPERIENCE AND SKILLS
1.	Ideally a minimum of ten years experience in a pensions administration environment at a senior level or comparable, with a detailed working knowledge of all data management issues, including Data Protection Officer and Data Security Officer experience; with involvement in detailed pensions projects which have involved the management of data records policies and the understanding and interpretation of scheme rules and related legislation.
	PERSONAL QUALITIES AND SKILLS
2.	The job holder should be comfortable working within a highly detail-orientated field of work, which will require reading, understanding and scrutiny of documents, committee papers, on pensions matters. Also the ability to lead policy in relation to all aspects of record keeping and data integrity. Also the ability to present on such detailed data issues. The emphasis in the work will be on attention to detail, a thorough approach and a strong ability to manage staff, lead policy in the area of data and record keeping and interact with staff at all levels in a professional way.
3.	The job holder should possess the gravitas to influence and set policy across the departments and offices.
4.	The job holder should have a breadth of understanding of all data and record keeping in relation to pensions schemes, in particular an appreciation of how a specific proposed amendment to the scheme affects data related areas of the company's pensions administration.
5.	The job holder must demonstrate very good communication skills, both orally and in writing. She/he must develop a good working relationship with colleagues within USS Ltd and where appropriate with the staff working in institutions, and with advisers, working party members and directors of the company. The job holder will have excellent written skills, as a general requirement but also be able to fulfil an important element of the role in preparation of papers and reports for committees/working parties.
6.	The job holder should demonstrate strong data management skills, IT literacy, and be able to use the company's major desktop applications (MS Office and Outlook).
7.	The job holder must display confidence and be able to participate in meetings and discussions at all levels within the company and carry out presentations.
8.	The job holder must undertake further training and development to enhance the value and experience which she/he brings to the role. Must remain fully up to date on all aspects of legislation as it relates to data management, Data Protection, Data Security etc and be suitably qualified to fulfil the role of Data Security Officer, Data Protection Officer.
9..	The job holder must be flexible to the changing demands of the post. The post holder must have the skills and character to embrace the new challenges which inevitably will be faced.
	QUALIFICATIONS
10.	APMI or significant progression toward obtaining a professional qualification. Relevant qualification in Data Protection/ Data Security.