

PERSON SPECIFICATION

<u>POST:</u> Pensions supervisor	<u>GRADE: 4</u> Salary Band £26,000-£46,350	<u>DEPARTMENT / SECTION:</u> Pensions – Operations
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	PREVIOUS EXPERIENCE AND SKILLS
1.	Ideally a minimum of six years' experience in a pensions administration environment, preferably with involvement in detailed pensions projects which have involved the understanding and interpretation of scheme rules and related legislation. Some experience in supervising staff would be preferred.
	PERSONAL QUALITIES AND SKILLS
2.	The job holder should be comfortable working within a detail-orientated field of work, which will require reading, understanding and scrutiny of documents on pensions matters. He/she must appreciate the need to meet the department's service standards and convey these standards to the staff working under them, taking appropriate action if these standards are not met.
3.	The job holder should have a breadth of understanding of pensions schemes, in particular an appreciation of how a specific proposed amendment to the scheme affects related areas of the company's pensions administration.
4.	The job holder must demonstrate 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.
5.	The job holder should demonstrate IT literacy, and be able to use the company's major desktop applications (MS Office and Outlook).
6.	The job holder must display confidence and be able to participate in meetings and discussions at all levels within the company.
7.	The job holder must undertake further training and development and development to enhance the value and experience which she/he brings to the role.
8.	The job holder will need to show leadership qualities, be enthusiastic, be empathetic, have the ability to motivate and lead by positive example.
9.	The job holder must be prepared to meet the challenging demands of the job and be prepared to work additional hours where the workload demands.
10.	QUALIFICATIONS APMI or ACII or significant progression toward obtaining either a professional qualification or completion of the QPA or DPC examinations would be desirable. A degree will also be desirable.