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| **Group:** |  |
| **Section:** | Operational Finance |
| **Sub Section:** | Pensions Section |
| **Post Title:** | Pensions Assistant Apprentice |
| **Vision Post Number:** |       |
| **Grade:** | National Minimum Wage |
| **Responsible to:** | Senior Finance Officer (7839) |
| **Posts Reporting to this Post:** | n/a |
| **Team:** | Pensions |
| **CRB Required Level:** | n/a |
| **Location:** | Bronwydd, Porth |
| **Date of Description:** | June 2015 |

## Job Description & Person SPECIFICATION

**Key Objectives**

* **UNDER THE GUIDENCE & SUPERVISION OF SUITABLY TRAINED STAFF, THE APPRENTICE WILL DEVELOP SKILLS AND ABILITES AND ASSIST THE PENSIONS SERVICE WITH:**

# SPECIFIC RESPONSIBILITY

1. To complete the Apprenticeship Framework.
2. To work in a professional manner and portray a positive image of the Council in the workplace.
3. To undertake routine data input and maintenance of electronic records in the Council's systems, specifically the Pensions administration & workflow system.
4. Liaise and communicate with all Pension Scheme Members, Scheme Employers and other internal service areas.
5. Undertake general office duties, which includes the daily processing of all paper and electronic mail, ensuring a high level of presentation and accuracy, filing, photocopying.
6. Maintaining a high standard of customer service to all callers, visitors.
7. Carry out health and safety responsibilities in accordance with the divisions health and safety responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director.

**THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.**

*Protecting Children and Vulnerable Adults is a core responsibility of all staff. Staff are expected to alert their line manager to any concerns they may have regarding the abuse or inappropriate treatment of a Child or Young Person, or Vulnerable Adults.*

PERSON SPECIFICATION

This Person Specification sets out the knowledge and/ or qualifications and/or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

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| **ATTRIBUTE** | ESSENTIAL | **DESIRABLE** |
| KNOWLEDGE / EDUCATION  | Good communication and organisational skillsNumerate and literateCommitment towards working to various qualifications required for the post |       |
| EXPERIENCE | Experience in the use of Microsoft packages | Experience within an office environmentWorking with computerised systems |
| **COMPETENCIES**   |  |
| 1. **Working with Others**
 | Is a ‘team player’  |
| 1. **2. Communicating Effectively**
 | Listens well to others; understands what they mean, not just what they say. |
| 1. **Demonstrating Technical Ability**
 | Is enthusiastic about undertaking new training and qualifications |
| 1. **Working Safely**
 | Remains aware of dangers/risks in the work environment  |
| 1. **Being Committed and Reliable**
 | Is willing to take instruction and advice. Learns from other team members in order to do the job better.  |
| SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS |       |