

JOB DESCRIPTION & PERSON SPECIFICATION

Group:	CORPORATE SERVICES
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

KEY OBJECTIVES

- **UNDER THE GUIDANCE & SUPERVISION OF SUITABLY TRAINED STAFF, THE APPRENTICE WILL DEVELOP SKILLS AND ABILITIES 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.

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



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TREETADAETH GADARN | DYFODOL SICR

SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS	
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