

NiLGOSC

Working for NiLGOSC

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1 Background – Who we are

- 1.1 The Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC) was established by the Government in April 1950 to administer a pension scheme for the local councils and other similar bodies in Northern Ireland. The pension scheme is known as the Local Government Pension Scheme Northern Ireland (LGPS NI). It is a defined benefit pension scheme.
- 1.2 NILGOSC is a non-departmental public body, sponsored by the Department for Communities (DfC).

2 The Local Government Pension Scheme NI (LGPS)

- 2.1 The Scheme is funded by contributions made by employees and employers who have been designated as employing authorities or admitted to the Scheme.
- 2.2 As at 1 April 2024:
- The Scheme was valued at circa £10bn.
 - Membership of the Scheme consisted of approximately:
 - 123,000 contributing and deferred members
 - 46,000 pensioners
- 2.3 There are currently 169 employing authorities contributing to the Scheme. These include:
- councils
 - Education Authority
 - associated bodies
 - schools and further/higher education colleges
 - universities

2.4 NILGOSC is managed by a Committee appointed by the Department for Communities. The Management Committee consists of 12 members and a Chairperson and is responsible for:

- establishing the organisation's overall strategic direction
- ensuring NILGOSC operates within the limits of its statutory authority
- agreeing corporate targets recommended by the Chief Executive/Secretary and the Senior Management Team.

3 Vision, Mission and Values

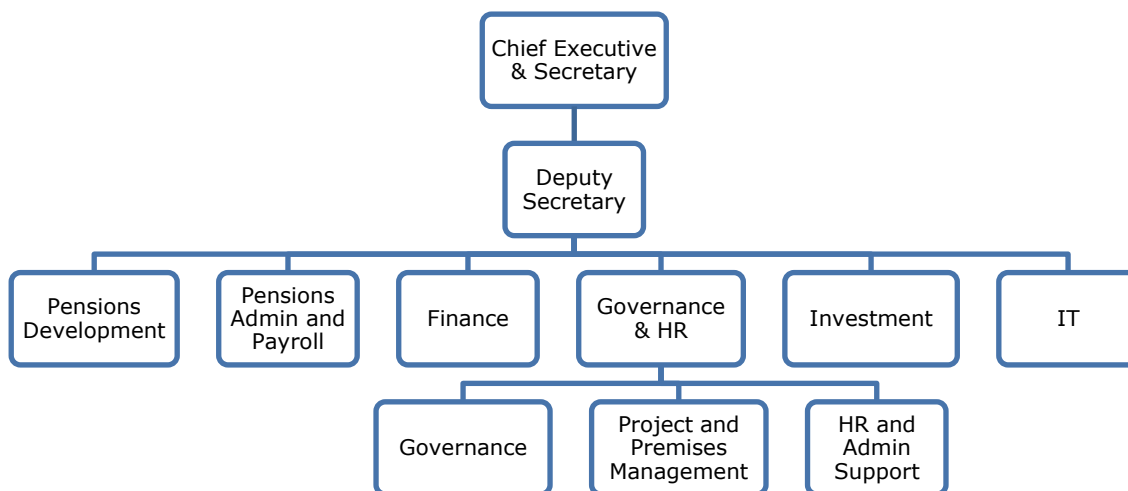
3.1 The Committee's Corporate Plan sets out its Vision, Mission, Values, Aims, Business objectives and Targets/service standards.

3.2 Business objectives and Targets/service standards.

- **Vision:** To provide an excellent and sustainable pension scheme.
- **Mission:** To operate the pension scheme efficiently and effectively while enhancing the quality of service provided to stakeholders.
- **Values:** NILGOSC is committed to providing a professional service to all its stakeholders. In carrying out its aims and objectives NILGOSC is committed to:
 - Member focused service delivery.
 - Responsiveness, taking action in a timely manner.
 - Operational excellence through innovation.
 - Collaboration to achieve shared goals.
 - Fairness, embracing equality and diversity in its widest sense.
 - Honesty, integrity and openness in our engagement with stakeholders.
 - Sustainability, both as an investor and as a pension scheme.
 - Maximising returns within acceptable risk parameters.
 - Being understandable, providing simple, clear and complete information.

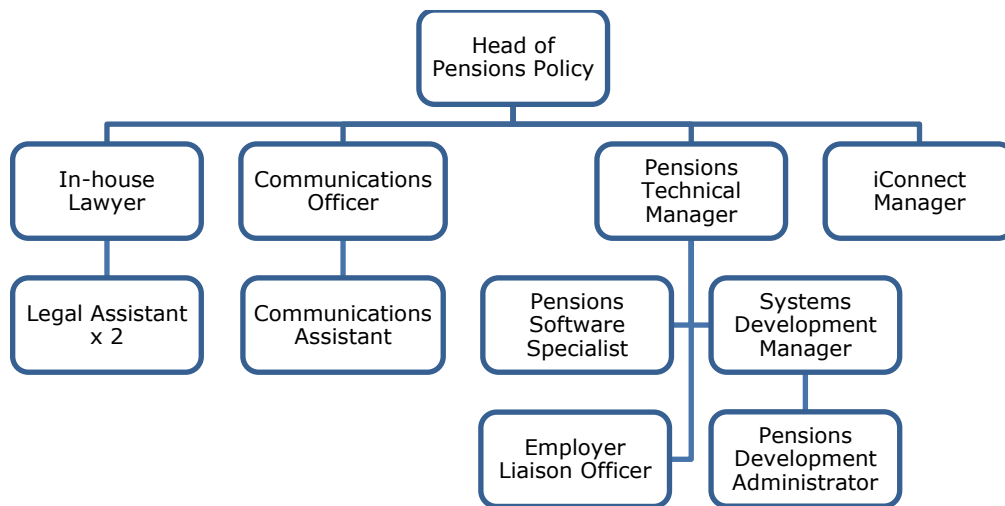
4 NILGOSC structure

- 4.1 Led by the Chief Executive/Secretary and Deputy Secretary NILGOSC currently employs approximately 85 staff across several departments.



5 The role

- 5.1 This is a permanent full-time position within our Pensions Development Team reporting directly to the Communications Officer. The post holder will play an important role in delivering a high-quality service to our stakeholders and assisting with the development and implementation of NILGOSC's Communication Workplan and improving NILGOSC's communications. You will be primarily responsible for supporting the day-to-day running, updating and development of NILGOSC's corporate website and its separate on-line member portal. You will have a key role in ensuring that the websites and all content updates meet accessibility requirements.
- 5.2 A Job Description outlining all the key responsibilities is included in the application pack.



5.3 The role is to be based at the NILGOSC office which is located on the Hollywood Road in Belfast.

6 Training

6.1 NILGOSC sets aside 2.5% of salary costs to invest in employee training each year. The postholder will also be given the opportunity and support to study for qualifications relevant to the job.

7 Salary, hours and benefits

7.1 The salary is based on the National Joint Council for Local Government Services pay scales. The scale for this post is grade 6, £29,269 pa to £31,364 pa. The salary will start at the bottom point of the scale and increments will be dependent on satisfactory performance.

7.2 Days of work will be Monday to Friday (35 hours per week) and, with the agreement of the manager/supervisor, there will be scope to vary start and stop times outside of the standard 9.00 am to 5.00 pm, in line with the flexi time policy and needs of the team.

7.3 This is an office-based position. Requests for homeworking (for a maximum of two days per week) will be considered however, the postholder may be required to be fully office based during an initial training period.

7.4 Under the LGPS Scheme regulations, all eligible staff will be automatically enrolled in the Local Government Pension Scheme (LGPS) which is a defined benefit career average revalued earnings (CARE) Scheme. NILGOSC, as an employer, contributes towards the cost of this benefit for active members. NILGOSC currently pays 19% and Scheme members pay between 5.5% and 10.5% depending on salary.

7.5 The post holders will have 23 days annual leave per year and this will increase to 26 days per year after five years' service. We also have 12 statutory days each year.

As part of its commitment to promoting good mental health and wellbeing, NILGOSC also offers all staff two annual wellbeing days per year (subject to number of hours worked and approval).

7.6 We operate a flexi system which, subject to business needs, allows staff to occasionally vary hours and to potentially take one day flexi in a four-week period (up to a maximum of 13 flexi days per calendar year).

7.7 Please refer to the example of the Terms and Conditions contained in the application pack. You should note this is provided for information purposes only and some terms may vary prior to offer.

8 Additional Information

8.1 Details on how to apply can be found [here](#). We will be pleased to provide reasonable adjustments for an applicant with a disability at any stage of the recruitment process. Should you have an enquiry about the recruitment process, the job, or if you encounter any difficulty in complying with the recruitment process please contact us on 0345 3197 320 (18001 0345 3197 320 for Typetalk users).

