

# Northern Ireland Local Government Officers' Superannuation Committee

## Person Specification

**Job title:** Pension Administrator

**Team:** Pensions Administration - Calculations

In order to meet the full requirements of the post, applicants must hold the qualifications specified\*; have experience in and/or be able to demonstrate competence in the areas listed below.

*\*Candidates applying on the basis of having equivalent qualifications to those specified, should refer to the document 'How to Apply' document available as part of the application pack.*

Criteria	Essential
<b>Qualifications and experience</b>	<ul style="list-style-type: none"><li>Five GCSE's at a grade C or above, to include English Language and Mathematics (or equivalents) <b>and</b> three years' experience in an office/administration environment;</li></ul> <p><b>OR</b></p> <ul style="list-style-type: none"><li>Five GCSE's (as above); <b>and</b> a higher-level qualification (e.g. 2 A levels at grade D or above, BTEC Diploma, NVQ Level 3) <b>and</b> one year's experience in an office/administration environment;</li></ul> <p><b>OR</b></p> <ul style="list-style-type: none"><li>Five GCSE's (as above); <b>and</b> a degree (2:2 or above).</li></ul>
<b>Skills and competencies</b>	<ul style="list-style-type: none"><li><b>Administration and organisational skills:</b> ability to manage high volume of administrative tasks, work with attention to detail and with a high level of accuracy, manage competing priorities and to deliver against targets within agreed timeframes.</li><li><b>Numeracy skills:</b> excellent numeracy skills, including the ability to complete calculations quickly and accurately and an ability to identify errors.</li><li><b>Communication skills:</b> excellent literacy skills and telephone manner, and the ability to communicate effectively and appropriately at all levels with a high standard of written and verbal English.</li><li><b>Team working and interpersonal skills:</b> the ability to deliver professional and friendly customer service; the ability to work as team player with minimum supervision and to work effectively on own initiative.</li><li><b>IT skills:</b> proficient in the use of Microsoft Office applications Word, Excel and Outlook.</li><li><b>Analytical and decision-making skills:</b> ability to follow procedures, absorb training and information and apply learning in order to make sound decisions</li></ul>