



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 31 March 2024:
- The Scheme was valued at £10.5bn.
 - Membership of the Scheme consisted of approximately:
 - 123,000 contributing and deferred members
 - 46,000 pensioners
- 2.3 There are currently 170 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 DfC. 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

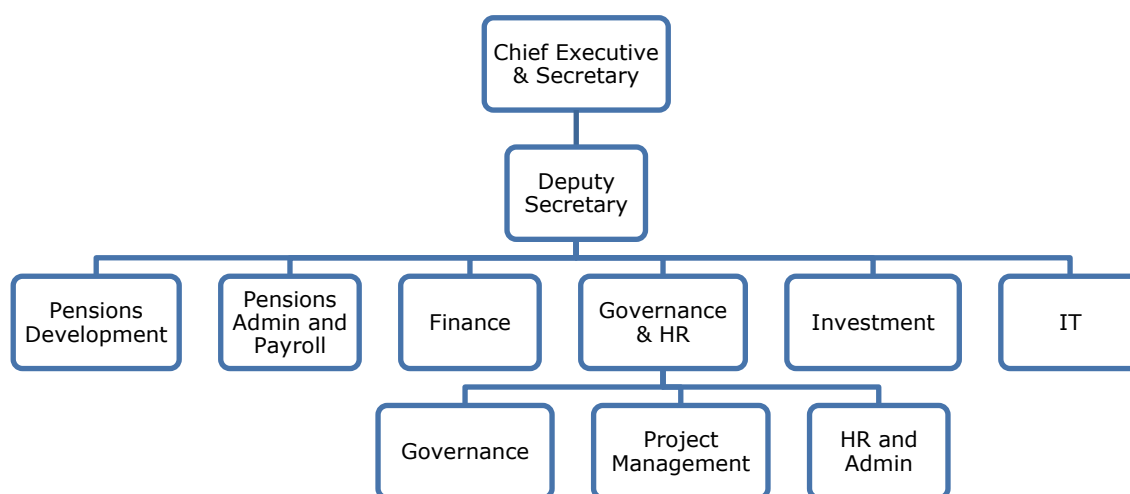
3.1 The Committee's Corporate Plan sets out its Vision, Mission, Values, Aims, Business objectives and Targets/service standards.

3.2 Some key details are set out below:

- **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

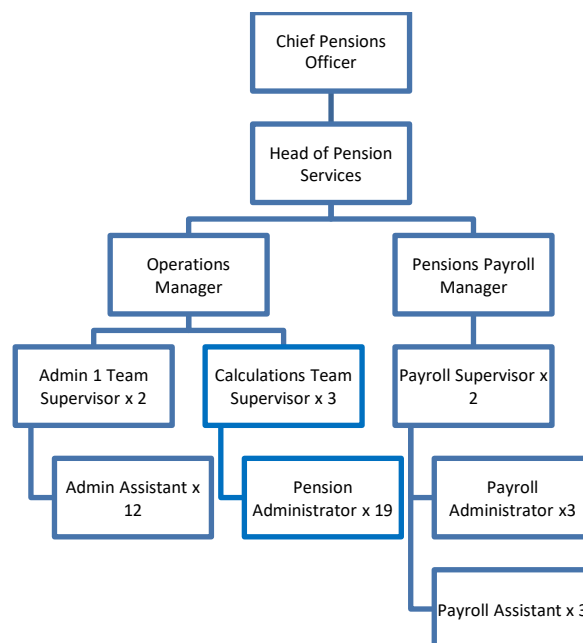
4 NILGOSC structure

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 We are currently seeking to recruit for permanent full-time positions to join our Pension Administration, Calculations Team and potential future permanent/temporary vacancies.
- 5.2 This team provide an administration service to all our active and deferred pension scheme members. Reporting to a team Supervisor, the successful candidate will be responsible for calculating and processing quotations; payment of retirements including ill health and death payments; dealing with enquiries and providing pension scheme information to members and employers; and dealing with the transfer of pensions to and from the NILGOSC scheme. A job description, outlining all the key responsibilities, is available as part of the application pack.



- 5.3 The role will be based at the NILGOSC office which is located on the Hollywood Road in Belfast.
- 5.4 No previous pensions experience is required for this role and full training across all tasks will be provided.

6 Salary, hours and benefits

- 6.1 The standard hours will be 35 hours per week and, with the agreement of the supervisor/manager, start and stop times may be worked outside of the standard 9.00 am to 5.00 pm, in line with the flexi time policy.

6.2 The salary is based on the National Joint Council for Local Government Services pay scales. The scale for this post is grade 6 and the starting salary will be £31,586 (point 20). The other pay points are £32,115 (point 21); £32,654 (point 22); £33,366 (point 23); and £34,314 (point 24). Increments will be dependent on satisfactory performance.

6.3 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.

6.4 The post holder will have 23 days annual leave per year, (increasing to 26 days after five years' service and to 29 days per year after ten years' service) plus 12 statutory days.

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

6.5 We operate a flexi system which, subject to business needs, allows staff to 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).

6.6 Please refer to the example 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.

6.7 NILGOSC sets aside 2.5% of salary costs to invest in employee training each year.

7 Additional information

- 7.1 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 0345 319 7320 (18001 0345 3197 320 for Typetalk users).

