

# 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 2025:
- The Scheme was valued at over £10.9bn.
  - Membership of the Scheme consisted of approximately:
    - 129,000 contributing and deferred members
    - 48,000 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**

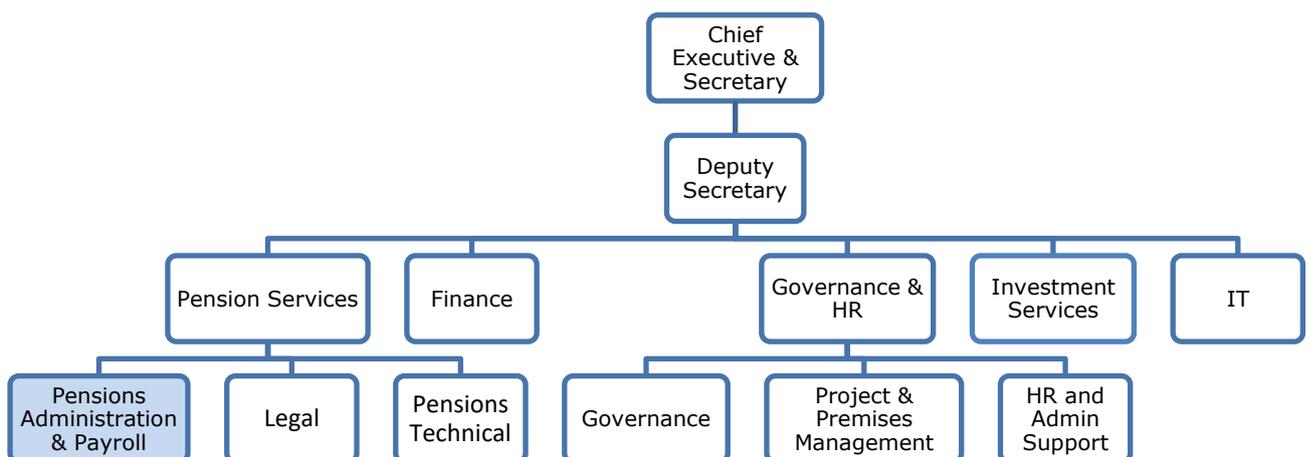
- 3.1 The Committee's Corporate Plan sets out its Vision, Mission, Values, Aims, Business objectives and Targets/service standards.

### 3.2 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.
  - Maximising returns within acceptable risk parameters.
  - Sustainability, both as an investor and as a pension scheme.
  - 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.
  - Being understandable, providing simple, clear and complete information.

## 4 NILGOSC structure

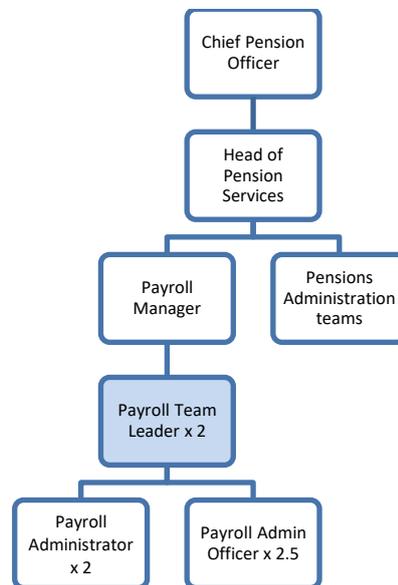
4.1 Led by the Chief Executive/Secretary and Deputy Secretary NILGOSC currently employs approximately 90 staff across several departments.



## 5 The role

5.1 We are currently seeking to fill a Team Leader post in our Pensions Payroll team. The successful candidate will report directly to the Payroll Manager and will be

responsible for leading and motivating staff; helping ensure the day-to-day operation of the team runs smoothly; allocating and prioritising work; ensuring performance standards are achieved; and ensuring staff are appraised, trained and developed so they can competently undertake their duties in line with Local Government Pension Scheme regulations.



- 5.2 A Job Description outlining the key responsibilities and Personal Specification with all essential and preferred criteria are included as part of the application pack.

## 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 SO2 and the starting salary will be £39,152 (point 28). The other pay points are £39,862 (point 29) and £40,777 (point 30). Increments will be dependent on satisfactory performance.
- 7.2 This is a permanent full-time post. Days of work will be Monday to Friday (35 hours per week) and, with the agreement of the manager, 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 The role will be based at the NILGOSC office which is located on the Hollywood Road in Belfast.

- 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 holder will have 23 days annual leave per year, (increasing to 26 days after five years' service. We also have 12 statutory/closure days each year.
- 7.6 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).
- 7.7 As part of its commitment to promoting good mental health and wellbeing, NILGOSC currently offers all staff one personal wellness day and one team wellness day per year (*pro rata for staff working reduced hours*).
- 7.8 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.

## **8 Additional information**

- 8.1 Details on how to apply can be found [here](#). It will be our intention to hold face to face interviews. If you have any special requirements for interview (e.g. provision of a sign language interpreter, ensure the interview is accessible) please let us know and we will be pleased to consider your requirements. Contact us on 0345 319 7320 (18001 0345 3197 320 for Typetalk users).
- 8.2 Pre-employment checks – if successful, we will ask to see official proof of any qualifications supporting your application, provide original proof of your legal entitlement to work in the UK and complete a basic Access NI check. Two references will also be taken up as part of the offer process. It is preferable that

both referees are in a position to comment on your employment record and professional ability and one must be your current or most recent employer.

