



REGENERATION AND RESOURCES DIRECTORATE
PERSON SPECIFICATION

POST TITLE: Principal Operations Manager

GRADE: SM2

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	Degree or equivalent, or substantial experience of LGPS pensions administration.	A recognised professional qualification in pensions.	- Application form - Certificates
Work Experience	- Substantial experience of working in a managerial position within a pensions environment. - A proven ability to manage, motivate and develop staff. - A proven ability in setting and implementing strategy and driving improved performance. - Proven experience of working towards and meeting deadlines. - Experience of working in a collaborative environment. - Experience of working with new and emerging technologies. - Experience of stakeholder engagement.	- Substantial LGPS experience. - Experience of the UPM pensions administration system. - Experience of writing reports including Committee / trustee reports. - Experience of advising Committees and dealing with elected members. - Experience of dealing with a wide variety of stakeholders, including senior office holders. - A proven ability in process / work management using automated task management tools.	- Application form - Interview - References
Knowledge/ Skills/ Aptitudes	- Fully conversant with: - Local Government Pension Scheme Regulations and associated legislation. - HMRC Pensions Tax Regime. - Disclosure of information Regulations.	- Ability to prioritise work within an environment of changing demands - An understanding of Additional Voluntary Contributions arrangements.	- Application Form - Interview - References



	○ LGPS SAB requirements and guidance ○ Pensions Regulator's Code of Practice and requirements • An understanding of wider pensions and financial legislation. • An understanding of data protection legislation and the Freedom of Information Act. • Excellent communication skills. • Excellent organisational skills, including the ability to work well with partner organisations. • An understanding of modern technology and its use and implementation in a pensions environment. • Able to use Microsoft Office applications.	• An ability to oversee teams and adopt a flexible approach to ensure key targets are achieved.	
Disposition	• Confident and able to communicate well with a wide variety of people, with different levels of knowledge. • Able to use own initiative. • Able to work individually, and with others, in a pressurised environment meeting strict deadlines. • Motivated and enthusiastic. • Committed to ongoing personal development. • Committed to the principles of equality and diversity.		• Interview • References
Circumstances	• Willingness to work hard to achieve the aims of the Pensions Section. • Prepared to work out of hours when required. • Dedicated to providing a high quality pensions administration service		• Interview • References