

Job Specification

Job Title:	Pensions Data Co-ordinator
Reports to:	Implementation Manager
Purpose of the jobs:	Lead the creation and execution of data management or cleanse plans for a range of pension projects and drive improvements in the quality of pensions data across TPT

Areas of Responsibility:

1. To contribute to the development of TPT's vision, values and strategy.
2. Lead all data cleanse activity across the Pension Administration Team
3. Conduct data audits on risk transfer cases and agree specific data cleanse plans as schemes move through the buy in process
4. Identify gaps in pensions data and collaborate across all areas of TPT to find ways of improving data quality
5. Become a business SME on all pensions projects which involve data analysis and cleanse activity, including transfers, new business onboarding and scheme events
6. To ensure risk management principles are applied to all function activities.
7. To perform all duties in line with TPT's Information Security policy.
8. To comply with the Data Protection Policy when dealing with personal data in the course of employment including personal data relating to any employee, customer, client, supplier or agent of the Company.
9. To act as an ambassador of TPT at all times.

Performance & Engagement Factors	Essential	Desirable
Job & Technical Factors	<ul style="list-style-type: none"> • Broad experience of occupational pension schemes administration • Experience of conducting in depth reviews and gap analysis on large sets of data • High degree of skill in data manipulation and presentation using Excel, Access or other functional tools • Experience working on pensions projects or scheme events as an SME • Comfortable communicating technical information to a wide range of stakeholders in an effective manner • Effective stakeholder management • Knowledge of pensions systems and administration methodology 	<ul style="list-style-type: none"> • Degree qualified • Experience of co-ordinating activity across stakeholder groups including liaison with administrators, legal advisers, actuaries, administrators and investment advisors
Engaged Behaviour	<ul style="list-style-type: none"> • Is totally committed to TPT and its aims. • Demonstrates commitment to the values of TPT • Is enthusiastic and engaged with the business at all times • Willing to share information and suggest new ideas. • Professional approach • Structured and creative approach to problem solving and generating ideas • Willingly provides support and help to other members of business development team 	

Values	Acts in line with the values: <ul style="list-style-type: none"> • Inclusive • Integrity • Innovative • Customer focused • Cost effective • Committed 	<ul style="list-style-type: none"> • Knowledge of TPT's values.
Systems and Processes	<ul style="list-style-type: none"> • Applies best practices to improve the quality of the service to users. • Able to interpret TPT's needs into team objectives. 	<ul style="list-style-type: none"> • Has a structured and creative approach to problem solving and generating ideas.
Customer Care	<ul style="list-style-type: none"> • Is focused on ensuring that customers receive an excellent service. • Understands and uses open and direct communication. • Understands and uses persuasion actively to influence others. 	<ul style="list-style-type: none"> • Understands the needs of customers and creates appropriate services.
Performance Factors	<ul style="list-style-type: none"> • Able to achieve agreed targets and project deadlines • Ability to plan and implement new business scheme implementation projects from start to finish • Implement new scheme arrangements under the overall direction of the Implementation Manager 	