

Job Specification

Job Title:	Pension Calculation Analyst
Reports to:	PSP Business/Product Owner
Purpose of the jobs:	To provide calculation support to the Pension Administration Department, and to write and update calculation specifications for IT development in line with TPT's Operational and Departmental objectives

Areas of Responsibility:

1. To develop and take ownership of TPT's vision, Business Plan and values, and to be totally committed to these.
2. To provide excellent calculation support to the Pensions Administration Department/IT Development team
3. To keep up to date with Legislative changes and the impact this has upon calculations
4. To provide and deliver pensions calculation input for Operational and Departmental projects
5. To help draft calculation specifications for existing and new schemes
6. To help draft calculation specifications following Legislation, Regulation and Scheme change.
7. To provide technical training with regard to changes being implemented with examples
8. To assisting with testing of automation changes as a result of projects and scheme and Legislation changes

9. To provide excellent customer service at all times both internally and externally.
10. To take ownership of delegated tasks and manage the work and work with other key stakeholders.
11. To prioritise and manage own and others workloads to ensure work is completed with agreed Timescales.
12. To work with the Business to help plan and deliver projects as agreed.
13. To perform all duties in line with TPT's Information Security policy.
14. 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.
15. To act as an ambassador of TPT at all times.

Performance & Engagement Factors	Essential	Desirable
Job & Technical Factors	<ul style="list-style-type: none"> GCSE's (or equivalent) at grade C / 4 or above in Maths and English Experience of working within relevant pension's administration. Proven pensions technical knowledge, relevant to the role. Questioning attitude. 	<ul style="list-style-type: none"> Studying towards/completed QPA/PMI. Additional 3 GCSE's (or equivalent) at grade C/4 or above
Engaged Behaviour	<ul style="list-style-type: none"> Ability to produce solutions to problems. Willing and able to adapt to new and challenging situations within the workplace. Demonstrates enthusiasm for the job. 	<ul style="list-style-type: none"> Knowledge of TPT's Business Plan and aims. Evidence of having introduced effective change within the workplace. Ability to encourage others within the team to respond to change in a positive manner.
Values	<p>Acts in line with our values:</p> <ul style="list-style-type: none"> Inclusive Integrity Innovative Customer focused Cost effective Committed 	
Systems and Processes	<p>Previous experience of using Microsoft Word and Excel in the workplace, including complex spreadsheet work.</p> <ul style="list-style-type: none"> Confident in challenging established systems if it is felt it is in the best interest of TPT. Understanding of data integrity. 	<ul style="list-style-type: none"> Experience of all Microsoft applications. Excel qualification.
Customer Care	<ul style="list-style-type: none"> Demonstration and commitment to providing excellent customer service to internal and external clients at all times. 	<ul style="list-style-type: none"> Experience of having trained or coached others

	<ul style="list-style-type: none"> • Professional approach. • Ability to work with others/committed team player 	
<p>Performance Factors</p>	<ul style="list-style-type: none"> • Excellent communication skills • Ability to prioritise own and others workloads. • Ability to work to deadlines. • Good time management skills. • Displays a sense of urgency. • High level of work output and accuracy 	<ul style="list-style-type: none"> • Experience of managing others performance