

UNISON
SERVICE GROUPS - PENSIONS UNIT
NATIONAL PENSIONS OFFICER - REF. BNE 72

JOB DESCRIPTION

Grade: 4
Hours: 35 per week
Location: UNISON Centre, London
Reports to: Head of Pensions

Overall Summary

The postholder will provide written and verbal pension advice and negotiating support to all levels of the union, initiating pension projects and identifying and processing strategic pension cases on discrimination and members' pension rights.

Key Tasks and Responsibilities

Specialist / Technical

- Advising and acting for UNISON members generally on their rights under the various schemes, including the preparation of documentation for appeals, with assistance from legally qualified staff when necessary.
- Supporting Service Groups in connection with improving and protecting pension provision within their areas, including negotiation and technical advice with support from actuaries when necessary.
- Supporting regions in answering members' pension enquiries.
- Supporting Member Nominated Trustees in connection with the exercise of their powers and duties and scheme governance.
- Identifying cases that are pension disputes and processing as appropriate through the Scheme Internal Dispute Resolution Procedures; referring cases as appropriate to The Pensions Advisory Service (TPAS), preparing and progressing appeals to the Pensions Ombudsman and if appropriate to the Financial Services Authority and pensions Regulator.

Communication/Co-ordination

- Preparing reports, articles, briefing papers and other literature, summarising statutory and other provisions.
- Dealing with confidential matters concerning pension rights of members and staff.
- Attending and speaking at branch meetings and conferences etc
- Organising seminars and delivering training courses

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Person Specification and Selection Criteria

UNISON is an equal opportunities employer, committed to providing equal opportunities regardless of race or ethnic origin, gender identity, family situation, sexual orientation, disability, religion or age. This person specification is designed to help members of Interviewing Panels judge the qualities of interviewees in a systematic and consistent way and in accordance with UNISON's equal opportunities policy. It is given to all job applicants for information.

Assessment code

A – Application form

PI – Panel interview

Heading	Selection criteria	Assessment
1. Thinking	1.1 The ability to contribute to and influence strategic initiatives and solutions on pension policy.	A & PI
	1.2 Excellent analytical skills including ability to analyse complex information including legal, statistical and financial information.	A & PI
	1.3 An to operate in a political environment	A & PI
	1.4 A commitment to personal development that supports the union's objectives	A & PI
2. Interpersonal and Communication	2.1 Highly developed interpersonal skills including: <ul style="list-style-type: none">• Leadership and ability to motivate• Ability to work with senior management• Team Working• Handling difficult relationships• Handling complaints	A & PI

	<ul style="list-style-type: none"> • Ability to work in partnership with lay members • Ability to develop co-operative working, both internally and externally • Ability to handle matters confidentially. <p>2.2 Experience of promoting ideas in difficult situations and managing conflict</p> <p>2.3 Experience of influencing people at all levels internally and externally</p> <p>2.4 Ability to work with national committee structures</p> <p>2.5 Awareness of and the ability to use Information and communications technology</p>	<p>A & PI</p> <p>A & PI</p> <p>A & PI</p> <p>A & PI</p>
3. Initiative and Independence	<p>3.1 Track record of using initiative and independence over a broad area of activity involving decision making and discretion</p> <p>3.2 Demonstrable ability to research and prepare consultation documents, written reports and case work</p> <p>3.3 Demonstrable ability to represent the union on negotiating and government bodies</p> <p>3.4 Demonstrable ability to work effectively with the Lay member structure.</p>	<p>A & PI</p> <p>A & PI</p> <p>A & PI</p> <p>A & PI</p>
4. Physical Skills <i>(with DDA modification as necessary)</i>	4.1 Keyboard skills	A
5. Specialist Technical	<p>5.1 Progress towards Associate Membership of Pensions Management Institute or similar qualification or relevant experience.</p> <p>5.2 Ability to advise on rights under pension schemes to which UNISON members belong.</p>	

