



Pensions Administration Officer (Grade 4)

Human Resources Department

Introduction

Dublin City University is organised around a number of academic faculties with their associated Schools and Research Centres. There are also a number of supporting offices and units together with campus companies. The Human Resources (HR) Department is a central administrative department, which is responsible for providing a complete Human Resources service to these faculties, departments and campus companies.

The Pensions Section of the HR Department is responsible for the management and administration of the DCU Superannuation Scheme, the Single Public Service Pension Scheme and the Colleges of Education Pension Scheme. In addition, the team supports and administration of the DCU Commercial Ltd Pension Scheme.

Role Summary

Reporting to the Senior Pensions Officer, this role is responsible for supporting the development and implementation of a professional HR Pension service to current scheme members, former members and retired scheme members. In addition, this role deputises for the Senior Pensions Officer when required.

Duties and Responsibilities

More specifically the Pensions Officer is responsible for the following:

- Supporting all aspects of the day to day operation and administration of the DCU Superannuation Scheme, the Single Public Service Pension Scheme the Colleges of Education Pension Scheme, the DCU Commercial Ltd Pension Scheme to ensure an efficient and effective service delivery.
- Working with Pensions Team, the post holder will be responsible for administering the Superannuation / pension schemes including:
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 - Retirement benefits e.g. one-to-one meetings, preparation of benefits statements, employment history checks and transferring service, processing benefit payments etc.
 - Processing normal retirement, cost neutral, ill health and early retirement benefits
 - Death in service benefits
 - Family Law benefits and requirements
 - Notional Service Schemes

- Transferring previous benefits /reckoning previous service etc.
 - Administration of Annual Pensions Declaration forms
- Administration of the University's Professional Added Years Scheme.
 - In conjunction with the Human Resources Manager and the Senior Pensions Officer assisting with the interpretation, analysis and implementation of new pensions legislation and / or circulars issued via the HEA, DES and DPER.
 - Supporting the development of appropriate systems and procedures to ensure compliance.
 - Reviewing systems, policies and procedures on an ongoing basis to deliver a quality pensions service.
 - Building and maintaining relationships with key internal and external stakeholders including scheme members, IPA, HEA, DES, DPER and DCU Pensions Consultant etc.
 - Participating in committees and pensions forums as appropriate.
 - In conjunction with the Senior Pensions Office supporting the ongoing development and implementation of the CORE Pensions module. More specifically the development and roll-out of the self-service pensions module to all scheme members.
 - Creating and maintaining databases and filing systems as appropriate
 - Assisting with the compilation of all reporting requirements including FRS17, HEA quarterly reports, internal and external audits (including the CA&G) and responding to Government requests etc.
 - Any other activities that maybe required from time to time in relation to supporting the administrations of the University's superannuation / pension schemes.

Qualifications and Experience

The successful candidate will have a primary degree with a minimum of 2 years administrative experience in a similar or related role. Experience of working with Public Sector Schemes or of administering Occupational Pension Schemes is desirable

Person Specification

The Pensions Officer will be expected to have the following skills & competencies:

- Excellent IT skills with a high level of competency in MS Office applications e.g. Word and Excel. Experience of HR /Payroll systems would be an advantage.
- Excellent analytical skills with attention to detail combined with an ability to communicate concisely with all levels of staff both within and outside the University
- Strong organisational and prioritisation skills, with the capability to manage multiple priorities with competing priorities/deadlines
- An ability to deal with and resolve problems and escalate as appropriate
- An ability to innovate and apply HR best practice in respect of Pensions Administration
- Excellent interpersonal with a proven ability to build positive relationships
- Excellent communication skills, both written and oral
- Ability to work independently, proactively and flexibly
- Ability to deal with confidential and sensitive information.

In addition, the Pensions Officer will have a good working knowledge of pensions legislation with particular reference to the Public Sector Schemes.

Salary Scale: * €33,625 - €50,750 per annum

**Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the salary scale, in line with current Government pay policy.*

Closing Date: Thursday 16th March

Application Procedure

Application forms are available from the DCU Current Vacancies (open Competitions) website at <http://www.dcu.ie/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149.

**Please clearly state the role that you are applying for in your application and email subject line:
Job Ref #498 HR Pensions Officer (Grade 4)**

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0)1 700 5500 or by post to the Human Resources Department, Dublin City University, Dublin 9.

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