



## **JOB DESCRIPTION**

**Pensions Manager  
Professional 6  
Human Resources Department  
Permanent**

### **Dublin City University**

Dublin City University (DCU) is a young, ambitious and vibrant university, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise', DCU is a values-based institution, committed to the delivery of impact for the public good. DCU was named Sunday Times Irish University of the Year 2021.

DCU is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. More than 18,000 students are enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education.

DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on delivering a transformative student experience, and its positive social and economic impact. The university continues to develop innovative programmes in collaboration with industry, such as the DCU Futures suite of degrees, which are designed to equip graduates with the skills and knowledge required in a rapidly evolving economy.

DCU's pursuit of excellence has led to its current ranking among the top 2% of universities globally. It is also one of the world's Top Young Universities (QS Top 100 Under 50, Times Higher Top 150 Under 100). In the Times Higher Education University Impact Rankings 2021, DCU ranked 23rd in the world for its approach to widening participation in higher education and its ongoing commitment to eradicating poverty, while it ranks 38th globally for its work in reducing inequality and 89th globally for gender equality.

The university is ranked 23rd in the world and first in Ireland for its graduate employment rate, according to the 2020 QS Graduate Employability Rankings. Over the past decade, DCU has been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

### **Human Resources Department**

The Pensions Section of the HR Department is responsible for the management and administration of all the University's Superannuation Schemes as well as supporting the administration of the

Campus Company Pension Scheme, which is managed by Lockton Ireland on behalf of DCU Educational Support Services DAC.

### **Role Profile**

Reporting to the Senior Human Resources Manager, the Pensions Manager has overall responsibility for managing the day to day operations of the Pensions Section of the HR Department and supporting the ongoing development and implementation of an excellent HR Pension service. The Pensions Manager will be a Subject Matter Expert in Public Sector pension schemes, policies and procedures with an excellent comprehension and appreciation of pension legislation and the regulatory environment.

The Pensions Manager will be required to attend the HR Manager meetings as appropriate and engage more broadly across the HR Department. S/he will also be expected to participate and engage in other (non-pension related) projects and activities at a departmental / University level.

### **Duties and Responsibilities**

Reporting to the Senior HR Manager, the duties and responsibilities of this post will include, but are not restricted to, the following:

- Managing the day-to-day operations of the HR pensions unit to ensure an efficient and effective service delivery in respect of all the University Superannuation Schemes and the Campus Company Pension Scheme
- Management, supervision, direction, and development of the administrative staff in the Pensions Unit.
- Managing the communication, education and information flow to scheme members (and retired colleagues) regarding their scheme membership and associated benefits
- Responsible for the Interpretation and analysis of new pensions legislation and / or circulars issued via the HEA/DES/DPER and developing the appropriate systems and procedures to ensure compliance.
- Ongoing review of systems, policies, and procedures 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 /Company Pensions Scheme Consultants and brokers etc.
- Participating in committees and forums as appropriate.
- Ongoing review and development of the Core Pensions Module and ESS by liaising with CORE International and the DCU HR Systems Team as required.
- Managing the co-ordination and delivery of all reporting requirements including FRS17, HEA quarterly reports, responding to Government requests etc
- Management, administration, and implementation of the University's Professional Added Years Schemes
- Managing all events relating to retiring or retired staff including the annual retirement luncheon, University retirement functions and any other ad hoc events as required
- Creating and maintaining appropriate databases and filing systems as appropriate
- Participation and engagement in other (non-pension related) HR / University activities and committees as appropriate
- Any other activities that maybe required from time to time.

### **Qualifications and Experience**

#### **Essential**

- A Primary Degree (Level 7)

- 8 years' experience working with public sector pensions schemes, at least 3 of which are in a management/leadership role.

**The candidate should also have:**

- Strong track record in leading, managing and developing teams to deliver an excellent high quality service
- Strong organisational and prioritisation skills to achieve high quality results, with the capability to manage multiple priorities with competing priorities/deadlines
- An ability to innovate and apply HR best practice in respect of Pensions Administration
- Excellent communication and interpersonal with a proven ability to build positive relationships across the HR Department, the University and externally
- Ability to work independently, proactively, and flexibly
- 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
- An ability to deal with and resolve complex problems and escalate as appropriate

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