

## **Job Description: Programme Support Officer – Fire Pensions**

**Reports to:** Senior Pensions Adviser (Fire)

**Directorate/team:** Strategy and Policy / Pensions

**Grade:** 3

### **Job Purpose:**

To provide administrative support to the Fire Pensions Team. The fire pensions team provides a support and guidance service to Fire and Rescue Services and Authorities, in their role as scheme managers of the Firefighters' Pension Schemes. It also provides the secretariat for the Firefighters' Pension Scheme Advisory Board.

### **Core Accountabilities:**

1. Organise and support meetings to assist the fire pensions team to deliver its objectives.
2. Arrange room bookings, refreshments, printing, copying, distribution, travel and other administrative tasks in support of the team.
3. To identify appropriate venues for conferences and training events and to negotiate contracts that offer best value for money.
4. Maintain and continuously improve administrative systems, including forward/project plans, electronic filing systems, contact lists and databases.
5. Produce reports, briefings and information sheets and update the fire pension team's websites.
6. Contribute to the delivery of the team's agreed objectives.
7. Participate in relevant projects that support the delivery of the fire pensions team workplans.
8. Model the LGA's values and work in accordance with health and safety, equal opportunities and environmental policies.
9. Undertake any other duties and responsibilities appropriate to the post.

Post Number:

**Specific Accountabilities:**

1. Provide comprehensive support to the Fire Pension team, including administration of meetings, briefings and other team related matters. This will include minute taking.
2. Provide comprehensive support in organising training events and conferences. This will include uploading events to the online events system, developing and maintaining project milestone plans and information systems, preparing agendas and papers, liaising with venue staff, delegates and speakers, as well as coordinating monthly updates.
3. Monitor team budgets and provide accurate and timely reports informing of current position to senior team members on expenditure against allocated budgets.
4. Manage orders and invoices, reporting and other Agresso-based activities, in line with agreed finance and HR procedures, on behalf of the Fire pensions team.

**Relevant Contacts:**

Firefighters' pensions senior adviser

Firefighters' pensions advisers

Head of Pensions and other members of the LGA Pensions Team

FRAs

Councillors and local pension board members

Government officials (Home Office/Ministry of Housing, Communities and Local

Government/Government Actuary's Department)

Members of the Fire Services Management Committee

FPS Scheme Advisory Board Chair and members

Post Number:

## **Person Specification: Programme Support Officer – Fire Pensions**

### **Knowledge and experience**

- Previous administrative experience and knowledge of office systems and procedures, ideally gained in a local authority or project based environment.
- A broad understanding of local and/or central government and how they work.
- Experience of working within a team environment
- Experience of a range of software packages including Word, Excel, PowerPoint, e-mail and the internet.
- Experience of researching data from a range of sources and of compiling clear, comprehensive papers.
- Experience of organising meetings, events or other activities.
- Experience of minute taking.
- Experience of managing a complex workload, preparing plans and meeting deadlines and milestones

### **Skills and abilities**

- Excellent written skills, with the ability to accurately summarise and convey complex information.
- Excellent oral and influencing skills, with the ability to give clear advice on procedural issues.
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level, and to demonstrate political neutrality at all times.
- Good interpersonal skills, with the ability to deal with elected members, other clients and colleagues with courtesy, tact and sensitivity.
- A demonstrable commitment to customer care.
- Excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy
- Excellent IT skills, including Word, Excel and PowerPoint with the ability quickly to learn new packages as required.
- Ability to work as part of a team and to support others.
- Flexible approach to work, with a keenness to adapt to meet changing work requirements
- A positive, “can do” attitude

Post Number: