



Role Specification

Title: Project Assistant (Pensions)

Grade: 10

Unit: People Engagement

Reporting to: Pensions and Orientation Support Officer

Ref: 462

Role Summary:

The Pensions Unit of SOLAS is responsible for the management and administration of the SOLAS Superannuation Schemes and the Single Public Service Pension Scheme. Reporting to the Pensions and Orientation Support 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. This role also supports the SOLAS Onboarding process. In addition, this role deputises for the Pensions and Orientation Support Officer when required.

The Pensions Team is part of the SOLAS People Engagement Team which is responsible for the management and administration of Facilities, Pensions, Onboarding, Well-being, Values, Learning@SOLAS, Performance and Development Process, Public Sector Duty, SOLAS Internal Apprenticeship Programme, Workforce Planning and Development, and Corporate Social Responsibility.

Key Tasks/Responsibilities:

The Pensions Project Assistant is responsible for the following:

- Supporting all aspects of the day to day operation and administration of the SOLAS Superannuation Schemes and the Single Public Service 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:
 - 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
- In conjunction with the Pensions Manager and the Pensions and Orientation Support Officer assisting with the interpretation, analysis, and implementation of new pensions legislation and / or circulars issued via the DFHERIS, 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, DFHERIS, DES, DPER
- Participating in committees and pensions forums as appropriate.
- In conjunction with the Pensions and Orientation Support Officer supporting the ongoing development and implementation of the CORE Pensions module
- Creating and maintaining databases and filing systems as appropriate
- Assisting with the compilation of all reporting requirements including FRS102, quarterly reports, internal and external audits (including the CA&G) and responding to Government requests etc.
- Assisting with coordinating the Onboarding of new and returning employees
- Any other activities that may be required from time to time in relation to supporting SOLAS administration.

Requirements:

Essential:

- NFQ/QQI Level 5 standard of education in a relevant qualification is the minimum standard required
- Minimum of 2 years' administrative experience in a similar or related role
- Excellent IT skills with a high level of competency in MS Office applications e.g., Word and Excel
- Excellent analytical skills with attention to detail combined with an ability to communicate concisely with all levels of staff both within and outside SOLAS
- 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 skills 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

Desirable:

- Good working knowledge of Pensions legislation with reference to the Public Sector Schemes, and administering of Occupational Pension Schemes
- Experience of HR/Payroll systems, in particular CoreHR
- Report writing experience
- Experience in Onboarding/Induction of new and returning employees