PERSON SPECIFICATION

Candidate name					
Post Title	Pensions Assistant	**Band**	6	**Job Evaluation Reference**	G624(1)
Directorate	Enabling & Customer Services	**Base**	D&G		

Required Attributes				
1. EDUCATION AND TRAINING	**SCORE**		**Essential**	**Desirable**
Educated to SCQF Level 6 (e.g. Highers/SVQ3) or equivalent in a relevant subject			✓	
Educated to SCQF Level 5 (e.g. Standard Grade / National 5) in Mathematics or Computing / IT			✓	
Commitment to continued personal development			✓	
2. EXPERIENCE	**SCORE**		**Essential**	**Desirable**
Moderate experience in a post with financial or systems background			✓	
Handling confidential information			✓	
Use of computerised business information systems			✓	
Providing advice / guidance on pensions issues within areas of responsibility				✓
Working outside the specific area of expertise towards generic OD&HR activities / projects				✓
Carrying out financial calculations			✓	
Experience of providing technical / systems support to users				✓
Dealing with financial information			✓	
3. SKILLS AND ABILITIES	**SCORE**		**Essential**	**Desirable**
Effective communicator (written and verbal)			✓	
Effective organisational skills			✓	
Customer focused			✓	
Ability to work with minimum guidance according to established procedures			✓	

Delivery of work to a high degree of accuracy			✓	
Skilled in the use of Microsoft Office			✓	
Innovative			✓	
Problem solver			✓	
Reflective learner			✓	
4. KNOWLEDGE	**SCORE**		**Essential**	**Desirable**
Sound knowledge of pension procedures and best practice				✓
Equal opportunities and all diversity strands			✓	
Awareness of Local Government Terms and Conditions				✓
Awareness of trends and best practice with regards to a broad range of OD&HR topics				✓
Awareness of current public-sector pension issues				✓
The Council's Data Security and Records Management policies			✓	
5. PERSONALITY FACTORS	**SCORE**		**Essential**	**Desirable**
Team player			✓	
Work well under pressure			✓	
Resilient and responsive to change			✓	
Enthusiastic			✓	
Able to work well on own initiative			✓	
Confident and credible			✓	
6. OTHER REQUIREMENTS	**SCORE**		**Essential**	**Desirable**

Employees are the Council's greatest asset and through our SUPPORT we are expected to work together and demonstrate the following core behaviours:

- Strengthen – our Communities
- Understand – our children's needs
- Protect – our vulnerable people
- Promote – equality and diversity
- Open and transparent – at all times
- Respect – our environment
- Treat – each other with kindness