

KEY RESPONSIBILITIES

Staff Officer – Public Service Pensions Policy and Legislation

The Staff Officer in Public Service Pensions Policy and Legislation Branch has responsibility for reviewing current and emerging public service pension policy and legislation in respect of Northern Ireland public service pension schemes. A key role is to provide effective policy direction, legislation and guidance to enable and support schemes and their responsible departments in maintaining compliance with overarching legislative requirements, and to implement requisite policy change. This is an important post in a high profile policy and legislation area often driven by externally imposed priorities, including in response to Court rulings and litigation outcomes. It will require the individual to be well-organised and motivated with high levels of drive and determination to deliver required documentation to the highest degree of accuracy within extremely challenging timescales.

Key Responsibilities are:

- Draft and take forward delivery of legislation and departmental directions on pension policy related matters
- Advise NI schemes and departments on pension policy change
- Maintain and enhance effective relationships with key stakeholders including NI scheme and departmental representatives, HM Treasury, Government actuarial advisors, DSO, Private Office and NI Assembly , ensuring a strong focus on outcomes
- Undertake pension policy related research and draft related briefing, submissions and correspondences for Minister, NI Executive, and senior officers with recommendations on issues that arise
- Contribute to effective consultation with public sector trade unions on pension policy and legislation change, with focus on successful outcomes
- Co- ordinate and attend regular interdepartmental and cross scheme policy meetings, providing secretarial support and managing follow up actions
- Contribute to consultation and equality screening processes for new or revised policy and legislation
- Procure legal and actuarial advice on pension policy issues
- Scrutinise policy content of draft NI scheme regulations, checking compliances and resolving queries
- Provide leadership and manage staff within a small busy team.