



SAUL TRUSTEE COMPANY: JOB DESCRIPTION

TITLE: 302 RECORD KEEPING DATA CLEANSE ADMINISTRATOR
DEPARTMENT: DATA CLEANSE / TPR RECORDKEEPING
REPORTS TO: 302 RECORD KEEPING SENIOR DATA ADMINISTRATOR
SUPERVISES: NONE

This post will be predominantly responsible for obtaining and cleansing pension scheme data to a minimum standard that will meet the Pension Regulator requirements. The purpose of this position is; to detect and remove errors and inconsistencies in data to improve its quality, and to standardize, validate, and correct data to maximize integrity and value. This role requires a robust self starter in data entry, data amendment and data maintenance skills. Pensions Office 2 (Capita product) experience would be beneficial with an understanding of pension scheme data and its impact on benefit calculations, legislation and contracting out matters. The candidate should have some pension experience (minimum of two years) and proficiency in Microsoft Office (Word and Excel). Timely, accurate and consistent delivery of work is essential as is a conscientious, thorough and diligent approach.

1. GENERALTEAM ADMINISTRATION

- 1.1 Manage your own work so that you meet full deliverables on time and ensure that your results are quality driven, thorough and precise.
- 1.2 Raise any issues, or items that you suspect may become an issue with your immediate manager and seek a satisfactory, robust and appropriate solution.
- 1.3 Maintain an approach of accuracy and quality first.
- 1.4 Understand, operate within, and adhere to the defined project plan and meet the plan objectives.
- 1.5 Operate in a controlled and tested way and to a minimum standard that meets the Pensions Regulator Recordkeeping Guidance. Work with the Benefits delivery team to ensure the data is 'fit for purpose'.

2. DATA HANDLING, CLEANSING AND ANALYSIS

- 2.1. Database maintenance so that the data held is accurate, complete, current and appropriate for its needs.

- 2.2 In agreement with your line manager and using a methodology that 'fits' with the Business Plan and project plan undertake data cleanse across the full PO2 database, within a structured framework.
- 2.3 Agree the extent of the data cleanse and the timeframes required with your line manager and in a methodical way. Data cleanse will include;
 - correcting erroneous data
 - infilling gaps in the data by obtaining the correct information from the appropriate party
 - repopulating data fields that are incorrectly populated
 - correcting data fields where insufficient or incorrect historical separation or tranche splits has occurred
 - input/update with current data
- 2.4 If required, and in agreement with your line manager where necessary
 - carry out "initial analysis" to assesses the quality of the data;
 - 'root out' erroneous data
 - undertake "main data analysis" to determine the meaning of the data;
 - complete "final analysis" to provide additional screening.
- 2.5 Build a rapport with internal teams and external parties, including employers to facilitate the obtaining of the data required
- 2.6 Complete full post system update reporting and raise concerns or data problems to your line manager.
- 2.7 Manage and operate the Pension Regulators validation procedure in a timely and robust way.

It is the company's intention that this job description is seen as a guide to the major areas and duties for which the job holder is accountable. However, the business will change, and the job holder's obligations are bound to vary and develop, so that the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

Signed by:..... Employee

Authorisation for release:Employee

Date 05.10.2011.

Version 1.0

