

# **The Educational Institute of Scotland**

## **PENSIONS AND PAYROLL SPECIALIST**

### **Further Particulars**

#### **The Organisation**

The Educational Institute of Scotland is the largest trade union for teachers and lecturers in Scotland with over 65,000 members in nursery, primary, secondary, special, further and higher education. Approximately 77% of our membership is female. The national HQ is based in Edinburgh and there are Area Offices located in Dundee, Edinburgh and Glasgow.

#### **Organisational Structure**

The organisational structure comprises an annually elected Council of 139 lay members, from which are elected five national committees – Executive, Education, Employment Relations, Equality and Salaries. The principal unit of organisation is the Local Association whose boundaries correspond to those of local authorities in Scotland. There are also two self-governing associations for further education lecturers (Further Education Lecturers Association) and university lecturers (University Lecturers Association). Overall strategy and policy are set by the Annual General Meeting held in early June each year.

#### **Pensions & Payroll Specialist**

All employees act under the general direction of, and are accountable to, the General Secretary for the discharge of the duties of their post. This post provides support to, and is line managed by, the Assistant General Secretary (Employment Relations). The post-holder will be required to work under the direction of the National Officers within the Employment Relations department, as appropriate.

#### **Location**

The successful candidate will be based in the Institute's Headquarters and must therefore be able to commute reliably to central Edinburgh.

#### **Principal Duties**

The principal duties of the postholder, which may be varied from time to time by the General Secretary, will include:

- 1. Advice on Pensions & Related Matters**  
To provide advice and support to Institute members on all superannuation matters, including pension regulations pertaining to the Scottish Teachers' Pension Scheme, the Local Government Pension Scheme and other schemes for members in Colleges, Universities and Independent Schools.

- 2. Payroll & Conditions of Service**  
To provide advice and support on members' conditions of service issues, including payroll, maternity pay/leave, and holiday pay calculations.
- 3. Departmental Support & Administration**  
To collaborate with the other Pensions and Payroll Specialist post-holder and support the work of the Assistant General Secretary, National Officers, Area Officers, Solicitors and Local Association Secretaries as required on pension and pay issues.
- 4. External Relationships**  
To build and maintain relationships with a wide range of third parties, including payroll departments, HR departments, medical professionals and pension providers.

### **Essential Experience, Knowledge and Skills**

1. Sound knowledge of pensions legislation and practical experience at a senior level in the calculation, checking, and determination of pension entitlements, including taxation implications.
2. Sound knowledge of payroll and practical experience at a senior level in the calculation and determination of maternity pay/leave, holiday pay, recovery of salary overpayments etc.
3. Ability to comprehend issues of a legal/contractual nature and their implications on salary/pension determination.
4. Excellent ICT knowledge and skills including word processing and the ability to construct and use databases and spreadsheets.
5. Excellent oral and written communication skills – writing reports and letters, speaking to individuals and groups (small and large), listening empathetically and providing advice sensitively.

It is also desirable for candidates to

1. Hold a recognised pensions or payroll/HR qualification.
2. Have knowledge and understanding of teachers'/lecturers' conditions of service and the Scottish Teachers' Pension Scheme.

### **Principal Terms of Employment**

1. The post of Pensions and Payroll Specialist is a permanent, full-time position based at the Institute's Headquarters in Edinburgh. The post-holder will report to the Assistant General Secretary (Employment Relations) in the first instance and will be responsible to the General Secretary for the proper and efficient discharge of her/his duties.
2. The salary for the post is £52,965. Annual increases will be applied with effect from 1 August each year.

3. The successful candidate will be eligible to join the Institute Superannuation Scheme which currently provides a range of benefits, including age benefits at age 65, ill-health retirement benefits and death-in-service benefits. The employee's current contribution is 7% of salary. The Scheme provides for annual increases in pensions in line with RPI.
4. Appointment to the service of the Institute is subject to satisfactory references and criminal record checks.
5. Pensions and Payroll Specialists are entitled to 32 working days' annual leave in the year beginning 1 September. Leave is taken subject to the requirements of the service and with the prior approval of the General Secretary or Assistant Secretary acting on her behalf. In addition, there are 14 Public Holidays which fall on specified dates and are to be taken subject to the requirements of the service.
7. Working hours are 35 per week - generally 9.00 am to 5.00 pm from Monday to Friday, with a one-hour lunch-break between 12.00pm and 2.00pm to be taken in accordance with the operational requirements of the Institute. Hours worked beyond the basic 35 per week may be taken back as time in lieu.

The Institute has a Flexible Working Patterns policy, offering all members of staff a high degree of flexibility over the location at which work is carried out, subject to the overall requirements of the EIS and its members.

8. Absence because of sickness is paid by the Institute on the basis of full salary for a period, followed by half salary for a similar period. Initial entitlement is for one month of full salary, followed by one month of half salary in any period of 12 months, rising after 5 years of service to six months of full salary and six months of half salary. Previous service as a teacher or lecturer counts in the calculation of an Officer's entitlement to sickness allowance.
9. Where deemed necessary by the Institute, assistance with relocation costs will be provided subject to an upper limit of £3,500.

### **Appointment Timetable**

The closing date for receipt of applications is 13 January 2025. It is envisaged leeting will take place on Wednesday 22 January 2025 and that interviews will be held on Thursday 30 January 2025.