

About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

The Church of England Pensions Board are looking to appoint an experienced calculations developer to lead on the design and development of their scheme specific calculations. The successful applicant will play a key role in improving department efficiency, improving data quality and enabling better outcomes for members.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

About the department

The Church of England Pensions Board ("the Pensions Board") is a statutory body which is corporate trustee and administrator of defined benefit (final salary, hybrid and CARE) and defined contribution pension arrangements. We are the trustee and administrator of 3 major pension schemes (CEFPS, CWPF and CAPF). We are the administrator of the

Clergy Pension Measures and CCSS on behalf of the Church Commissioners. We also administer two charitable schemes to assist retired clergy and their dependants who are in financial need. There are 40,000+ members, pensioners and other beneficiaries.

What you'll be doing

To support the maintenance and development of the pension administration system, Universal Pensions Management (UPM2), and any other pension specific applications operated by the Pensions Board.

MAIN DUTIES AND RESPONSIBILITIES

Assist with the design and development of the UPM system and other pension applications, and implement agreed changes.

System Design and Development

- Agree requirements, scope and specification of system changes with line manager.
- Plan and deliver a continuous program of process upgrades and development under the direction of the Systems Development Manager – continue to automate individual and bulk processes within UPM2 and any other applications, as prioritised.
- Maintain the technical specifications for benefit calculations, valuation extracts, benefit statements and contribution collections;
- Implement any system changes required to support amendments to standard letters;
- Deliver the integration of UPM with external systems, including the Church of England website and 3rd party software used by the Pensions Board, such as Horizon.
- Deliver the development of UPM in phase with the role-out of the self-service elements of the member and employer web offerings.
- Manage the testing and implementation of system upgrades and software releases, delegating the work to the systems administrator as appropriate.
- Document system changes and deliver user training as required.
- Agree scope and specification of system reporting requirements with the Systems Development Manager and implement agreed solution.

- Design and produce both standard and bespoke system reports for management.

Special Projects

Undertake projects in relation to major UPM changes, systems development and implementation of new technologies.

Carrying out any other duties as required

The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

Essential

Knowledge/Experience

- Significant experience of database and workflow management applications
- Proficient with Microsoft SQL
- Experience of UK pensions administration industry

Skills & Abilities:

- Logical and highly numerate
- Good written and verbal communication skills
- Proficient in delivering training to system users

Desirable

- Experience of modern pension administration systems, preferably UPM2
- Project management experience
- Maths / Computer Science degree or similar qualification

Vacancy Summary

JOB TITLE:	Pensions Systems Developer
NCI ENTITY:	Church of England Pensions Board
DEPARTMENT:	Pensions Administration
GRADE:	Band 4 Market Rate Salary
SALARY:	£60,900
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Church House, Great Smith Street, London SW1P 3AZ
HYBRID WORK ARRANGEMENTS:	Remote
SUITABLE FOR FULL HOMEWORKING:	<input checked="" type="checkbox"/>
HOMEWORKING REQUIRED: NCI	<input type="checkbox"/>
CONTRACT TYPE:	Permanent
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input type="checkbox"/> Select level of DBS Check required
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	8017850
COST CODE:	31403
PARENT POSITION:	8101406 - Systems Development Manager