

## **Team A – Data Management and Interfacing**

- Responsible for all Employer Hub work, i.e. all inbound data/interfaces from around 90 employers, including principal employer (Southwark Council) and external pension fund employers such as maintained schools who sign up to a number of different HR and payroll service providers.
- All outbound data interfaces including NI Database, DWP 'Tell Us Once' database, LPFA and NHS annual data returns.
- Annual scheme return to Pensions Regulator capturing common data and scheme-specific data scores.
- All data cleansing initiatives as identified from data migration, valuation process, Fraud Hub (NFI) data matching service, and any pre-agreed data improvement exercises.
- Responsible for data management best practice in accordance with the fund's Data Management Policy, TPR guidelines, including regular IT housekeeping and reporting in line with agreed Audit/Internal Audit recommendations.

## **Team B – IT/System pension fund support**

- Supports Pension Services operations and staff.
- Provides admin support on UPM processes and calculations.
- Manages Civica Service Desk enquiries and third party relationship.
- Responsible for all UAT/testing, cyber security, software updates and annual LGPS factor updates through LGA or GAD.
- Provides UPM online Portal support to members and general systems support to employers/outsourced payroll providers and other stakeholders such as HR.
- Provides IT support to all pension fund staff.
- Manages all UPM (SQL) reporting requirements (specification, building and testing) to the wider pension fund team (i.e. Pensions Finance colleagues).