

## 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.

### **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 (Church of England Funded Pension Scheme, Church Workers Pension Fund and Church Administrators Pensions Fund). We are the administrator of the Clergy Pension Measures and Church Commissioners Superannuation Scheme 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 44,000+ members, pensioners and other beneficiaries.

## What you'll be doing

Leading on the maintenance, design and development of scheme calculations within the departments pension administration system, Universal Pensions Management (UPM2).

### MAIN DUTIES AND RESPONSIBILITIES

1. Assist with the design and development of the UPM system calculations
2. Agree requirements, scope and specification of calculation changes
3. Plan and deliver a continuous program of calculation development in line with the requirements of the department
4. Plan the testing and implementation of system upgrades and software releases to ensure no adverse effect on scheme calculations
5. Maintain the technical specifications for benefit calculations
6. Implement system changes required to support the introduction of calculation amendments to member records via database updates and communication templates
7. If required, there may be need to become involved in other areas within the System team – from utilising automation to improve efficiency, to working on our Member and Employer self-service portals.

Your job description is intended to reflect your main tasks and areas of work, but is not exhaustive. 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*

- Experience of database and workflow management applications
- Experience of modern pension administration systems, including UPM2 and calculation development
- Proficient with Microsoft SQL
- Experience with either Javascript, C++ or C#

#### *Skills & Abilities:*

- Logical and highly numerate

- Good written and verbal communication skills

**Desirable**

- Experience of UK pensions
- Project management experience
- Computer Science degree or similar qualification

## Vacancy Summary

|   |  |
|---|--|
| <b>JOB TITLE:</b>   | <b>Systems Developer</b>                                       |
| <b>NCI ENTITY:</b>  | Church of England Pensions Board                               |
| <b>DEPARTMENT:</b>  | Pensions Administration  |
| <b>GRADE:</b>   | Band 4      Market Rate Salary                                 |
| <b>SALARY:</b>  | £63,488.00   |
| <b>WORKING HOURS:</b>                                     | 35   |
| <b>PRIMARY OFFICE LOCATION:</b>                           | Church House, Great Smith Street, London SW1P 3AZ              |
| <b>HYBRID WORK ARRANGEMENTS:</b>                          | Remote working   |
| <b>SUITABLE FOR FULL<br/>HOMEWORKING:</b>                 | <input checked="" type="checkbox"/>                            |
| <b>HOMEWORKING REQUIRED:</b>                              | <input type="checkbox"/>                                       |
| <b>CONTRACT TYPE:</b>                                     | Permanent  |
| <b>IS A DBS CHECK REQUIRED?<br/>IF YES, WHICH LEVEL</b>   | <input type="checkbox"/><br>Select level of DBS Check required |
| <b>IS A FAITH-BASED GOR<br/>APPLICABLE FOR THIS ROLE?</b> | <input type="checkbox"/>                                       |
| <b>ORACLE POSITION CODE:</b>                              | 8017850  |
| <b>COST CODE:</b>   | 31403  |
| <b>PARENT POSITION:</b>                                   | Systems Development Manager                                    |