

POSITION DESCRIPTION

Title:	Pension Policy Analyst
Department:	Pension Policy
Immediate supervisor:	Team Leader Pension Policy

CORE ACCOUNTABILITY

A Pension Policy Analyst works towards developing a solid understanding of the provisions within the legislated, negotiated, and shared risk model pension plans that Vestcor administers. In addition, they should understand various pension concepts (e.g., termination value, adjusted termination value, open group funded ratio, integration), the role of the New Brunswick *Pension Benefits Act* and the *Income Tax Act*, and basic concepts within an actuarial valuation and shared risk plan funding policy.

MAJOR RESPONSIBILITIES

1. Ensures both operational and strategic priorities are effectively transitioned into new or amended programs.
2. Identifies arising pension / pension program administrative and system issues and formulates strategies to address these requirements.
3. As required, researches issues and consults with internal and external resources.
4. Develops and amends various forms of communication/documentation and process changes related to pension plan administration, as required.
5. Provides policy advice on various pension plans, as well as policy interpretations and potential impacts on associated system functionalities and programs.
6. As required, leads projects related to plan changes, special initiatives, and other ad hoc requests.

COMPETENCY PROFILE

1. University degree in business administration, public administration, law, or a related discipline and a minimum of three years' related experience OR a two-year post-secondary diploma and five years' related experience.
2. Strong team player.
3. Excellent verbal and written communication skills in English.
4. Proficient in Microsoft Office Suite.