**Management Information Analyst – Pensions Administration (Developments & Technologies department)**

**Employer:** Greater Manchester Pension Fund - Tameside MBC

**Location:** Guardsman Tony Downes House, Droylsden

**Working Pattern:** Full Time, but flexible arrangements may be considered

**Working Hours:** 36 hours per week

**Contract Type:** Permanent

**Salary:** **£** **38,626 - £** **43,693**

**About the role**

We are looking for a Management Information Analyst to join the Developments & Technologies department within the Greater Manchester Pension Fund (GMPF). Amongst other things, the role will involve:

* Extracting and collating data from multiple systems.
* Analysing data and providing insight into where there could be room for improvement, using tools such as Power BI, Tableau and Microsoft Excel.
* Identifying trends and using data to predict future changes to workloads.
* Producing statistics in a range of formats for a variety of Pension Fund stakeholders e.g. data dashboards, PowerPoint presentations etc.
* Using data to inform and propose change and process improvement in Pensions Administration.
* Reviewing how management information is gathered and used by our teams.
* Developing and maintaining the Management Information Strategy for Pensions Administration.

We are looking for someone with experience in this field, in particular with using tools such as Power BI, Tableau and Microsoft Excel to analyse data. You must be enthusiastic and have excellent written and verbal communication skills to liaise effectively with managers across the organisation.

**About GMPF**

The Greater Manchester Pension Fund (GMPF) is a regional pension fund that administers the Local Government Pension Scheme (LGPS). It is run by Tameside MBC and is based in Droylsden.

GMPF is one of the largest pension funds in the country and is the largest LGPS fund in the UK. We look after over 414,000 pension accounts, for over 600 employers and last year paid out over £880 million in benefits. 162 employees currently work within the Administration section of the Fund.

**Benefits of working at GMPF**

GMPF is a great place to work, and we have lots to offer our employees:

* Most roles are currently hybrid working with the option to work from home or in the office, though you may be asked to come into the office on certain days.
* We offer flexible working for most posts.
* Modern open plan offices in Droylsden with on-site parking, excellent public transport links and close to the M60.
* Automatic enrolment into the Local Government Pension Scheme with generous pension benefits and life cover.
* 28 days annual leave plus bank holidays.
* On-going training & development with career progression opportunities.
* As an employee of Tameside MBC, you will have access to the Employee rewards & benefits scheme which includes discounts on gym memberships, cycle to work scheme, and health & wellbeing offers.

**The department**

The Developments & Technologies department is one of four departments within Pensions Administration. There are three sections within this as follows:

* Systems and IT maintenance – there is an IT team and a Systems Maintenance team who look after IT infrastructure and the IT systems in use across the Pension Fund
* Systems Developments – this team is responsible for the development of processes using technology to provide enhancements and efficiencies
* Systems Compliance – there are three teams which work to support the Pensions Administration service to ensure the information we provide is in line with regulations and that we are operating in a compliant manner

These sections work closely together to support our colleagues in the other departments with their work.

**The application process**

The application process will involve both an interview and a task. More details about this will be provided if your application is successful.

It is important that you clearly demonstrate in the ‘Knowledge and Experience‘ section of the application form how you meet the essential criteria outlined in the Person Specification. Please visit our website careers page for guidance on how to complete the application form for this role [Careers and current vacancies - GMPF](https://www.gmpf.org.uk/about/careers-and-current-vacancies).

There are two full-time roles available. Applications for part-time working may be considered.

For more information about GMPF in general please see our website at [www.gmpf.org.uk](http://www.gmpf.org.uk).

For an informal discussion about the role, please contact Nicola Cooney on 0161 301 7272.

**Ref:**

**Closing date:** 15/01/2025

**Interview Date:** W/C 27/01/2025