



PSPP CORPORATION

Position:	Pension Specialist
Location:	Edmonton, Alberta
Position Type:	Full-Time, Permanent
Starting Salary:	\$70,000 plus comprehensive pension and benefits
Hours of Work:	7.25 hours per day, (36.25 hours per week)
Closing Date:	Open until suitable candidate found

PSPP Corporation is the Administrator of the Public Service Pension Plan (PSPP or Plan) and the Trustee of the Plan fund. PSPP is a jointly sponsored multi employer defined benefit pension plan for employees of the Government of Alberta, public agencies and specified universities. PSPP has 85,000 members, 28 participating employers, and \$14 billion in assets. For more information on the Plan, please visit the Plan [website](#).

PSPP Corporation is a provincial corporation established by the *Joint Governance of Public Sector Pension Plans Act*. As a provincial corporation PSPP Corporation is subject to public sector legislation governing Alberta provincial agencies. PSPP Corporation is governed by an eight member Board of Directors.

PSPP Corporation is responsible for carrying out all responsibilities of a pension plan administrator under the Alberta *Employment Pension Plans Act* unless responsibility has been expressly assigned to the PSPP Sponsor Board. The PSPP Sponsor Board, consists of representatives of plan members and employers, and is responsible for determining Plan benefits, establishing the Plan Funding Policy, and for setting contribution rates. PSPP Corporation provides or arranges for all support necessary for the PSPP Sponsor Board.

PSPP Corporation contracts investment management services to Alberta Investment Management Corporation (AIMCo), a crown corporation. PSPP Corporation establishes the asset mix and investment policies for the Plan fund and oversees the investment management services provided by AIMCo.

PSPP Corporation contracts pension administration services to Alberta Pensions Services Corporation (APS), a crown corporation. PSPP Corporation works with APS to establish service levels and oversees the services provided by APS to the Plan.

PSPP Corporation is responsible for communicating with Plan members and participating employers and maintains the Plan website. PSPP Corporation also prepares the Plan and corporate financial statements, Annual Report and other communications including member newsletters. PSPP Corporation determines the actuarial assumptions to be used and arranges for actuarial valuations for the plan. PSPP Corporation is also responsible for ensuring the Plan complies with all applicable provincial and federal legislation.

Recruitment is for a **Pension Specialist**.

Reporting to the Pension Policy Director, the Pension Specialist is a representative and benefit advocate for the PSPP Plan. The Pension Specialist has an external focus developing benefit communication materials and communicating to Plan members, employer administrators and other interested parties by delivering face-to-face or virtual pension advocacy sessions and through working relationships.

In addition, this role interprets legislation, performs research, identifies issues and prepares recommendations for policy and compliance issues that arise in the administration of PSPP. This position ensures that the Pension Policy Director has the information necessary to support decisions, provide excellent support to the Board of Directors and the PSPP Sponsor Board, and manage risks concerning pension plan policies and administration.

To be successful in this position, the Pension Specialist must have a deep understanding of defined benefit pension policy and administration and be well informed on pension issues such as plan design, actuarial reports, plan funding, investments, governance, communications, and risk assessment and mitigation.

Qualifications:

- A post-secondary degree or diploma in business, pension, or other related discipline.
- A minimum of 5 years of relevant experience in pensions, and pension/benefit administration.
- Previous presentation experience in teaching adults in group settings, accreditation in adult education/training would be an asset.
- Experience in analyzing and resolving complex and urgent problems related to the delivery of pension benefits.
- Previous experience designing presentations and other material.
- CEBS or equivalent designation would be considered an asset.
- Proficiency in both French and English is an asset. Proficiency in other languages may also be considered an asset.

Skills & Abilities:

- Strong oral and written communication skills.
- Excellent interpersonal skills.
- Ability to deliver professional presentations to a diverse group of individuals with varying levels of knowledge.
- Must be able to explain complex issues and concepts in plain-language.
- Superior research, technical and analytical skills.
- Ability to interpret legislation, policies and procedures.
- Meticulous attention to detail.
- Ability to set own agenda while meeting expectations.
- Ability to work independently as well as within a team environment.

Knowledge:

- Excellent knowledge of the *Employment Pension Plans Act* and regulations.
- Working knowledge of the *Income Tax Act* and the *Joint Governance of Public Sector Pension Plans Act* and regulations.

- Deep understanding of defined benefit pension plans, including design, funding, pension policy and issues affecting pension plans in Canada and Alberta.
- Deep understanding of pension administration.
- Broad and deep understanding of pensions, particularly public sector pension plans and their unique issues including asset liability matching, pension plan maturity, and pension legislation and regulation.

PSPP Corporation offers a competitive salary and a comprehensive and flexible benefit package. The position participates in the Public Service Pension Plan.

How to Apply:

If you are interested in this position, please submit your resume to PSPP Corporation at recruitment@pspp.ca.

Please Note: The successful candidate will be required to undergo a security screening as a condition of employment.

Thank you for your interest in PSPP Corporation. Only those candidates selected for interviews will be contacted.