



PSPP CORPORATION

Position:	Pension Analyst
Location:	Edmonton, Alberta
Position Type:	Full-Time, Permanent
Starting Salary:	\$85,000 plus comprehensive pension and benefits
Hours of Work:	7.25 hours per day, (36.25 hours per week)
Closing Date:	Open until a suitable candidate is 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 almost 90,000 members, 28 participating employers, and \$17 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. 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 Analyst**

PSPP Corporation is the Administrator of the Public Service Pension Plan (PSPP or Plan) and Trustee of the PSPP fund. Reporting to the Chief Pension Officer, the Pension Analyst 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 Chief Pension Officer has the information necessary to support decisions, provide excellent support to PSPP Management, and manage risks concerning pension plan policies and administration. This position also supports plan-design processes, the administration of PSPP, and monitoring of APS.

Qualifications:

- A bachelor's degree in a related discipline (commerce, economics, or similar)
- 5-7 years in a professional pension environment is required.

Skills, Abilities & Knowledge:

- Knowledge of pension policies, pension legislation, and pension administration practices.
- Superior quantitative, research and analytical skills.
- Ability to work in a changing and fast-paced environment.
- High level of integrity.
- Ability to organize, set priorities, and manage multiple projects concurrently.
- Strong written and verbal communications skills with an ability to interact at all levels within an organization.
- Ability to translate data analysis into meaningful insights.
- Proven experience with improving processes.
- Prior experience with public sector or multi-employer pension plans would be an asset.
- Ability to foster good working relationships with external partners.

RESPONSIBILITIES AND ACTIVITIES

Pension Policy

- Provide advice and research on a wide variety of issues affecting pension design.
- Work collaboratively with the Stakeholder Representative and Senior Communications Advisor to acquire and assess input from stakeholders on pension policy and administration issues.
- Research pension policy, benefit administration, demographic and trends as directed by the Chief Pension Officer.
- Analyze the Plan text and recommend appropriate plan rule amendments where necessary or appropriate.
- Implement, monitor and manage policy directives and projects as directed by the Chief Pension Officer.
- Analyze, understand, and ensure recommended actions comply with governing legislation and regulations.
- Liaise as required with APS, external service providers and industry to coordinate and optimize policy information and support recommendations to the PSPP Sponsor Board.
- Work with APS to develop and maintain administrative policies to be implemented by APS.
- Assist with the member appeal process as required.

Plan Administration

- Monitor APS performance, including analyzing quarterly performance and compliance reports.

- Analyze and advise on benefit administration procedures in use, and recommendations presented by APS.
- Assist the Chief Pension Officer in developing performance measurement matrix to assess APS's performance.
- Work with performance measurement analytics to assess APS's performance.
- Develop recommendations for changes in APS's administrative procedures as appropriate.
- Assist in the interpretation of plan provisions and the terms of transfer agreements.
- Assist with yearly Plan registrations, filings, and transfer agreement assumption notifications.
- Prepare and analyze various reports, perform data analytics as requested by the Chief Pension Officer.

Business Intelligence

- Identify and prioritize data needs for PSPP initiatives.
- Identify, analyze and interpret trends or patterns in large data sets.
- Develop dashboards, graphs, and other visualizations.
- Prepare written reports summarizing findings and recommendations.

Board Support

- Provide support to the Board Specialist as needed. This may include, but not limited to, development of board and committee briefings and compilation of material in a PDF format, tracking correspondence maintaining and updating the Nasdaq Boardvantage portal for board members, etc.

Miscellaneous:

- Support the Pension Policy function in providing research and policy advice on a wide variety of issues affecting pension administration.
- Manage special projects as directed by the Chief Pension Officer.
- Prepare reports, briefs, and presentations for stakeholders, PSPP Sponsor Board and Corporate Board.
- Assist the Chief Pension Officer with meeting scheduling.

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

How to Apply:

If you are interested in this position, please submit your resume and salary expectations 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.

Hybrid work arrangement

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