

JOB DESCRIPTION

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| Job Designation/ Service | Compliance Officer |
| Salary Point and scale | |
| Responsible to | Head Of Talent Acquisition |
| <p>Job Purpose and Role:</p> <p>Supporting the Recruitment Team to deliver a strategic Recruitment function operating across a number of services in Cumbria, Scotland and Northeast. The main focus for this role is to ensure that all HR and Recruitment processes are effectively deployed ensuring that our new employees at all levels receive a best in sector candidate experience.</p> <p>The Compliance Officer will be responsible for leading and managing the background check process for all new starters, to ensure the effective, efficient and fully compliant management and processing of all candidate administration, through the end to end Recruitment & Onboarding process, in line with all regulatory Ofsted and Safer Recruitment requirements and best practice.</p> <p>The Compliance Officer will also support the successful deployment of recruitment centres and interviews.</p> | |

Main Responsibilities and Specific Outcome Area's:

- To work closely alongside the Head of TA and Resourcing Partner to support the end-to-end process and management of vacancies and new starters.
- To be the first point of contact for all Compliance administration queries both internally and externally.
- Build positive and engaging relationships with all key stakeholders, with good lines of proactive communication.
- To support the marketing of vacancies and the sourcing of quality candidates and the retention of these candidates through the whole cycle.
- Ensure that each pipeline is managed effectively and quickly as possible, to ensure new starters begin as soon as possible.
- Ensure that all processes are fit for purpose in relation to regulatory requirements for our employees who work with looked after children and young people.
- Monitoring and reporting on pipeline movement and advise on activity and process improvements to minimise candidate drop out each month.
- Ensure any reporting and metrics are collated for board and HR reporting as required.

- Liaise with Recruiters to understand activity and maximise all compliance opportunities.
- Collating ID and certificates at recruitment centres and interviews, assessing the validity of the documents and correctly verifying them in line with requirements.
- Preparing and issuing new starter forms on DocuSign/ATS once an offer of employment has been accepted verbally.
- Creating electronic HR files for all employees, ensuring they are meeting OFSTED and Care Inspectorate inspection requirements.
- Leading safer recruitment checklists from start to finish for the HR Team to sign off.
- Keeping track of the DBS and PVG portal to ensure certificate information is accurately inputted into Company ATS/CRM for future HR use.
- Where appropriate, ensuring criminal conviction risk assessments are completed in a timely manner alongside the Registered Service Manager.
- Creating employment history for all new employees to ensure all gaps and reasons for leaving have been identified.
- Collating all employment references where a new starter has worked with vulnerable groups including children and adults, along with verbal verification for all references and documentation where contact has been made.
- Ensuring overseas police checks are sent off and validated where a new employee has worked or lived overseas for 3 months or longer.
- Driving license checks logged on Company ATS/CRM for all new employees.
- Compiling fitness for work and escalating any recommendations to HR and the Registered Service Manager.
- Working with Registered Service Managers & Home Managers to update them on the onboarding process of their new starters, along with updates on start dates and induction dates.
- Working with HR team members carrying out regular HR system audits – driving licences, DBS/PVG checks, right to work documents, training expiry dates etc. Auditing process required for due diligence purposes for all data inputs.
- Right to work checks validated and uploaded to employee file in line with regulatory requirements.
- Responsibility for delivering the HR recruitment processes, some already established and requiring process improvement, others requiring design and implementation.
- Deliver efficient and effective HR recruitment administration support to team.
- Speaking directly with new starters to ensure the organisation has all information needed for a smooth onboarding process.
- Supporting with interview and assessment centre arrangements.
- Support on an ad hoc basis to the HR Team when other HR administrative support is not available due to periods of absence or busy times.
- Collation of unsuccessful candidate notes and filling where appropriate.
- Work to GDPR guidelines and maintain confidentiality at all times.

Other Requirements:

- Driven to stay motivated to see tasks through to completion in a changing environment.
- Passionate about what we do and the difference that our services make to looked after young people and drive a culture where everything we do is focussed on the outcomes of young people in our care.
- Form relationships at all levels within the organisation and effectively communicate across functional lines.
- Strong computer literacy required in Microsoft Office, specifically Excel and use of a cloud-based HR self-service system and ATS system.
- Strong attention to detail, follow-up, and commitment to accuracy.
- Possess the ability to work both alone and within a team.
- Has Knowledge of Ofsted guidelines, in relation to compliance and regulations in the Children's Sector.
- Knowledge of Recruitment within the Social Care Sector, specifically Children Homes Regulations Ofsted.
- Understands the principles of Safer Recruitment and is trained up to date on these guidelines.

General Statement

The above duties and responsibilities do not include or define all tasks that may be required by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed.

Equal Opportunities

A Wilderness Way Ltd **supports** Equal Opportunities in Employment and opposes all forms of unlawful discrimination on grounds such as colour, race, nationality, ethnic or national origin, sex, marital status, disability, sexual orientation, religion or belief and age. You are expected to comply at all times to the Companies EO Policy and Guide to Equality document.

Safeguarding

All our role and people are responsible to the safeguarding our of children and will be subject to a successful disclosure as an appropriate level from the Disclosure and Barring Service (DBS), Access NI or Disclosure Scotland

Personal Specification

- At least 2 years' experience in HR Recruitment Administration
- Familiarity with HRM Systems, databases, Applicant Tracking Systems, Excel and Reporting
- Articulate, proactive and professional.
- Excellent communication and interpersonal skills.
- Strong decision-making, negotiation and influencing skills.
- Clean Full Driving License
- RTW in UK

The role will require an individual who is

- Articulate, personable, supportive and efficient.
- A proactive solutions provider – able to think around a problem to resolve issues.
- Literate and numerate – comfortable with reporting and accuracy
- Energetic, understands the need for urgency and is results driven.
- Organised, detail orientated and keen to complete.
- Precise and compliance focused.
- Resilient – not afraid of a challenge or hard work and can increase pace as and when necessary.
- A good judge of situations and can identify the key signals in a noisy environment.
- An assertive influencer – able to build collaborative relationships quickly and effectively.
- A team player - willing to 'join in' and happy to go out of their way to support others.

Knowledge & Experience

- Worked in a Recruitment Administration team previously.
- Has knowledge of OFSTED guidelines, in relation to compliance and regulations in the Children's Sector.
- Understands the principles of Safer Recruitment
- Knowledge of Recruitment within the Social Care Sector, specifically Children's Homes Regulations (Ofsted).
- Familiar with Anti-discrimination and Equal Opportunities legislation