

## **Job Description**

**Job Title: CAF Academies ; Compliance & Data Officer**

**Reports to: Compliance & Claims Team Leader**

**Location: Halford House, Chelmsford**

### **Purpose**

To provide first line compliance checks to ensure all key data and performance measures have been captured at the point of delivery with supporting evidence and then process accurate data entry to PICs which supports the reporting against contractual milestones and outputs for the Construction and Care Academies funded by CAF.

### **Main Duties and Responsibilities**

1. Process data on to PICs in line with the contract specification, internal guidance and timetable for processing
2. Undertaking ad hoc task tasks on the E-Portfolio system 'OneFile' which interfaces with PICs
3. Undertake data correction to address errors
4. Complete a full and robust assessment for contractual compliance of all FCA and supporting evidence/documentation against a participant file checklist
5. Support the Compliance & Claims Team Leader to prepare for second line OSS and external audits
6. Providing daily rejections reporting to Operations to account for learners on the CAF contracts with compliance requirements before they are switched live on PICs (MIS system)
7. Undertake Quality Assurance telephone calls to a sample of learners processed to confirm learner existence and record outcomes of calls
8. Download, store and archive both electronic and hard copy learner records within the required systems and adhere to all times to the Retention Policy, Information Security Policy and Data Protection Act requirements
9. Access LRS learner records for PLR checks
10. Support the Heads of Service with ad hoc reporting from PICs
11. Support operational colleagues with their understanding behind compliance requirements and drive to 'get in right first time'
12. Liaise with Certs & Registration Officers to ensure compliant evidence in place for claiming qualification outcomes

13. Liaise with both the Employment & Engagement Officer and Progression Officers to ensure enrolments and progressions are recorded in a timely and compliant manner
14. Ensure that good relationships are built and maintained with internal colleagues and external organisations as required
15. Attend Claims & Compliance Team Meetings and Operations Team Meeting by invitation
16. All other reasonable requests as considered by the Compliance & Claims Team Leader

### **Other**

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.

10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p style="text-align: center;"><b>Person Specification</b></p> <p style="text-align: center;"><b>Job Title:</b></p> <p style="text-align: center;">(E=Essential D=Desirable)</p>
<b>SKILLS AND CORE COMPETENCIES</b>
<p><b>Technical competency (qualifications and training)</b></p> <ul style="list-style-type: none"> <li>At least 5 GCSEs passes including English and Maths (A*-C/Level 4-9 GCSE) <b>(E)</b></li> <li>Working towards Business Administration Level 3 (or equivalent) <b>(D)</b></li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Working with a busy administration environment <b>(D)</b></li> <li>Understanding of government contracts/grants <b>(D)</b></li> <li>Ability to undertake tasks on own initiative, operating administrative procedures and systems effectively. <b>(E)</b></li> <li>Ability to contribute to the organisational requirements and Strategic Direction of the Shaw Trust group. <b>(E)</b></li> </ul>
<p><b>Skills and Attributes</b></p> <ul style="list-style-type: none"> <li>Good working knowledge of computer software packages particularly those in the Microsoft Suite i.e. Word, Excel, Powerpoint and Outlook. <b>(E)</b></li> <li>Ability to enter data accurately and analyse data, systems and processes and identify effective and efficient solutions to any problems encountered. <b>(E)</b></li> <li>Able to work to deadlines <b>(E)</b></li> <li>Attention to detail and starter finisher <b>(E)</b></li> </ul>
<p><b>Personal qualities, communicating and relating to others</b></p> <ul style="list-style-type: none"> <li>Must be able to work autonomously, and develop an understanding and expertise in new contract areas <b>(E)</b></li> <li>Ability to understand different ways of working /processes and the curiosity to challenge and improve ways of working <b>(D)</b></li> <li>Self-motivated, enthusiastic and energetic with the ability to work both independently and collaboratively with remotely based teams <b>(D)</b></li> <li>Represent Learning &amp; Skills in a professional manner on all occasions <b>(E)</b></li> </ul>
<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. <b>(E)</b></li> <li>This post requires a Disclosure and Barring Service Check at a Basic level <b>(E)</b></li> </ul>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity <b>(E)</b></li> </ul>