

## **Job Description**

**Job Title: HR Compliance Administrator**

**Reports to: Senior HR Services Adviser**

**Location: Black country House, Oldbury**

### **Purpose**

To be an integral part of the HR Shared Services team and support with the monitoring and maintenance of compliance related administration .

### **Main Duties and Responsibilities**

1. Coordinate correct pre-employment compliance to ensure new starter onboarding and screening is delivered to a high standard within agreed HR Service Level Agreements.
2. Monitor pre-employment screening activities including referencing and DBS checks, ensuring employees are compliant with contract requirements and escalating any issues to the relevant HR Service Adviser.
3. To respond to referencing checks from previous employees ensuring compliance with GDPR regulations.
4. Coordinate DBS renewals within the organisation and assist with monthly reporting.
5. Coordinate the archiving process and ensure personnel files are up to date with the necessary new starter paperwork and relevant key audit compliance indicators.
6. To maintain compliance records within the Business World ERP System including inputting pre-employment checks and EDI data.
7. Support with office post management as required including the logging and filing of returned new starter paperwork.
8. To be adaptable and prepared to support with the development of new processes that arise from changes in the organisation.
9. Monitoring employees Right to Work and initiating check renewals when required.
10. Coordinate the administration and delivery of colleague ID badges.
11. Maintaining employee records in relation to probation passes and administering confirmation letters.
12. Running monthly reports on compliance data and ensuring any missing information is complete.
13. Any ad hoc or monthly reporting in relation to HR compliance for specific contracts.

## 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 or 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 align="center"><b>Person Specification</b></p> <p align="center"><b>Job Title: HR Compliance Administrator</b></p> <p 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>GCSE Maths and English (D)</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Excellent organisation skills (E)</li> <li>Excellent IT skills with a sound working knowledge of Microsoft Office software including Word, Excel, PowerPoint and Outlook (E)</li> <li>Experience working with databases or employee information systems (D)</li> <li>Experience in administration (D)</li> </ul>
<p><b>Skills and Attributes</b></p> <ul style="list-style-type: none"> <li>Adaptable to a changing environment (E)</li> <li>Ability to work towards deadlines (E)</li> <li>Ability to prioritise and manage own time (E)</li> <li>High levels of attention to detail (E)</li> <li>Knowledge of GDPR regulations (D)</li> </ul>
<p><b>Personal qualities, communicating and relating to others</b></p> <ul style="list-style-type: none"> <li>Excellent interpersonal skills with the ability to communicate with people at all levels (E)</li> <li>Excellent verbal and written communication skills (E)</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. (E)</li> <li>This post requires a Disclosure and Barring Service Check at a Basic level (E)</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. (E)</li> </ul>