**Job title:** Senior Compliance Co-Ordinator

**Responsible to:**  Compliance Manager

**Accountable to:** Head of Resourcing

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**Our Values**

## Fulfilling Lives is our core purpose

## Every one of us makes a difference is the belief that drives us

## Caring, Passionate and Teamwork are the values that underpin everything we do

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## Job Summary

Support Care UK homes in all aspects of compliance regarding Right to Work, DBS, NMC and recruitment. To take ownership of managing the Certificate of Sponsorship process in line with UKVI guidelines. Carry out audits for home recruitment and other processes in line with Care UK Policy. Carry out the post offer administration process for each sponsored candidate offered a role with Care UK.

### Key Responsibilities

* To be a point of contact for homes within your allocated division supporting them with all queries relating to Right to Work in the UK and Sponsorship and all other Care UK recruitment policies.
* Be a Level 1 user on the UKVI sponsorship system ensuring all certificate of sponsorship is issued with 100% accuracy.
* Audit all update all sponsored colleagues ongoing employment and update the SMS system with agreed timeframes set down by UKVI
* Create contracts of employment ensuring 100% accuracy for sponsored colleagues
* Be responsible for ensuring all colleagues working within your allocated division have the correct Right to Work and anyone working on a time limited visa are reviewed and systems updated with their new details
* Request checks from the UKVI using the ECS system on any candidate/staff member who has a visa application in process.
* Ensure all required documents are held for sponsored colleagues in line with Home Office guidance.
* To research and keep abreast of all changes to Right to Work/Sponsorship and DBS – ensuring your knowledge is passed onto your homes and compliance administrators.
* Be able to raise and discuss any concerns with your manager at any given time
* Audit homes recruitment and feedback on findings
* Audit Right to Work and DBS documentation as and when required
* Carry out any ad hoc projects as requested by your manager.

### Health and Safety

As an employee of Care UK, the post holder has a duty under the Health and Safety at Work Act 1974, to:

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the organisation, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.
* To ensure that adequate measures are taken to protect the health and safety of all staff including the maintenance and upkeep of a safe environment.

**Data Protection**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act and the company’s ISO27001 accreditation.  This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

* This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.
* This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description

|  |
| --- |
| **Name of postholder** |
| **Signature**  |
| **Date** |

##### Person specification

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| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| Qualifications |  |  |
| Experience | * Sound knowledge of Right to Work in the UK
* Understanding of DBS processing
* Previous experience of carrying out audits.
* Experience working in a fast paced environment
 | * Experience of working in an in-house post offer role
* Experience using an ATS
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| **Technical Skills** | * Competent with Microsoft Office packages
* Excellent communication skills both written and verbal
 | * An understanding of visa requirements for foreign national employees
* A basic understanding of employment law
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| **Personal Qualities** | * Ability to interact with individuals at all levels and demonstrate the highest degree of integrity in handling sensitive and confidential information
* Attention to detail and passion for providing great service
* Ability to show initiative
* Shares ideas with others
* Keen to learn and improve own performance
* Committed to communicate with customers to understand their needs
* Will go the extra mile to help fulfil customers needs
* Has a ‘can-do’ approach to work
* Enjoys working effectively as part of a team
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