

## **Compliance Worker**

### Main Job purpose

To work within a small compliance team providing a robust service in respect of meeting our compliance requirements across delivery of Trust contracted services. The role also requires assessing & verifying compliance paperwork & communicating clearly in writing and orally at all levels whilst adhering to General Data Protection Regulations (GDPR 2018)

### **Person profile**

You will be someone who has 2 years data base / administration experience with exceptional attention to detail. It is essential you have the ability to work under own initiative, together with excellent presentation skills. Although this role is mainly office based and database driven you will also be someone who has excellent customer service and interpersonal skills.

### **Responsibilities**

- Daily use of Hanlon MIS to record compliant procedures as directed
- Provision of information and support to relevant staff with specific responsibility for the active gathering and identification of approved evidence for client files
- Run weekly reports as directed by Database & Compliance officer
- Provision of general administrative support to the database & compliance function in the systematic control of client files, maintenance of in-file and online documentation, general filing, indexing & archiving along with any ad-hoc duties which assist the smooth running of the function.
- Obtaining date relevant information from approved sources (e.g. Job Centre plus )
- Reviewing information received/collated to determine compliance or further information requirements
- Completing client Hanlon MIS record and update of associated client file
- Liaising with staff, clients & referring partners to obtain appropriate information not located in client file or on MIS

- Ensuring identity controls are conducted within the time frames set in accordance with contracted reporting periods & internal procedures.
- Providing ongoing follow up of incomplete checks
- Communicating clearly in writing and orally to third parties and peers.
- Consistently demonstrating strong attention to detail

### **Essential Competencies**

- Educated to Standard Grade or equivalent in English and Math's at Grade 1 or 2
- Strong IT competencies being fully conversant with Microsoft Word, Access, Excel and Outlook
- Professional communication, both written and spoken
- High level of accuracy and attention to detail combine with high level of data entry skills
- Good time management skills, prioritizing and multitasking
- Maintaining good working relationships with all levels of staff
- Excellent customer service standards.
- Experience of Assessing & Verifying against set standards in line with contract compliance

### **Desirable Competencies**

- Driving Licence

FIXED TERM UNTIL 31<sup>st</sup> March 2019

CLOSING DATE FOR APPLICATIONS – FRIDAY 17<sup>th</sup> AUGUST 2018