**JOB DESCRIPTION**

**Role:** **Residential Compliance Officer**

**Office Location: Rustington**

**Reports To: Residential Compliance Manager**

**Hours of Work:** 37.5

**Supervisory Responsibilities:** No

**Travel Required:** Yes – limited upon request

**MAIN PURPOSE OF JOB:**

**To provide professional, comprehensive and flexible administrative support in this ‘hands-on’ position. To assist the Residential Compliance Manager in delivering an effective administrative service.**



**OUTLINE OF DUTIES:**

1. **General Admin/Support:** To carry out a complete range of administrative tasks under the direction of the Residential Compliance Manager

* To prepare documents and responding correspondence in the appropriate format.
* Typing to include as and when required: reports, mail merge letters, spreadsheets, correspondence, forms etc.
* All aspects of administration to include (not exhaustive); filing, shredding, scanning, office maintenance, dealing with post, answering phones, data inputting, auditing, chasing missing paperwork, setting rooms up for training/meetings etc.,

1. **Safeguarding:** To collate, copy and process, where appropriate, all occurrences (accidents, incidents, allegations, complaints etc.) in line with organisational policy and procedure.
2. **Meetings:** Attendance and participation at meetings as required and ensure accurate, detailed and appropriate actions are produced (including face-to-face meetings, Skype and conference calls).
3. **Liaising with Local Authority Commissioning Teams:** to accurate distribute monthly and bi-annually auditing reports in line with Ofsted regulations.
4. **Ofsted:** Produce accurate for submission to Ofsted as well as sending updated company material in an annual basis.
5. **Statistical Information:** To provide clear/accurate statistical information as required.
6. **Database Inputting:** Manage, organise and update relevant data using database applications and excel.
7. **Auditing & File Archiving:** To undertake regular file and database audits, reporting findings to Line Manager. Ensure files are kept up-to-date both via the database and e-files in line with strict weekly timescales.
8. **Preparation for inspection:** Ensure all admin functions are compliant and assist the Residential Compliance manager in preparation for regulatory inspections and or tender submissions.
9. **Office Cover:** To provide cover in the absence of other staff as directed.
10. Work within the provisions of the Data Protection Act, observing strict confidentiality in relation to all aspects of work undertaken.
11. Respond sensitively and professionally in supporting and maintaining professional relationships with colleagues and all contacts who work with the agency.
12. To be aware of and work within the Company’s health and safety policies, relating to the working environment and building security, reporting any issues promptly to immediate Line Manager.
13. To be aware of equal opportunities issues and to work positively towards anti-discriminatory and anti-racist practice.
14. Develop personal skills and capability through on-going training as provided internally by the company or externally subject to company approval and as agreed with your Line Manager.

**ADDITIONAL RESPONSIBILITIES:**

* The nature of the residential service means that tasks and responsibilities are sometimes unpredictable. Staff are therefore expected to work flexibly when the occasion arises where tasks, which are not specifically covered in the job description, have to be undertaken.
* On occasion, travel to other offices may be required to attend induction, training or meetings.
* The above duties are neither exclusive nor exhaustive and the post holder may be required to carry out other duties, deemed appropriate by their Line Manager.