**JOB DESCRIPTION**

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

**Office Location:**

**Reports To: Compliance Manager**

**Hours of Work:** 37.5

**Supervisory Responsibilities:** No

**Travel Required:** Occasional

**MAIN PURPOSE OF JOB:**

**To provide professional, comprehensive and flexible administrative support in this ‘hands-on’ position in the delivery to the Compass Community Fostering Service.**

**OUTLINE OF DUTIES:**

1. **General Admin/Support:** To carry out a complete range of administrative tasks under the direction of the appropriate Line Manager.
   * + - Reception and hospitality service to all enquirers and visitors.

* 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
* Have a working knowledge of minute taking and recording action points;
* 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.,
* Ability to manage own case load, prioritising tasks as appropriate.
* To assist the Compliance Manager in maintaining a fully functioning administration service
* To ensure that all staff can use the Databases to effectively input information

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 & Minutes:** Attendance and participation at meetings as required and ensure accurate, detailed and appropriate minutes are produced (including face-to-face meetings, Skype and conference calls).
3. **Liaising with Local Authority Commissioning Teams:** to accurately distribute monthly and bi-annually auditing reports in line with Ofsted regulations.
4. **Statistical Information:** To provide clear/accurate statistical information as required.
5. **Database Inputting:** Manage, organise and update relevant data using database applications and excel.
6. **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.
7. **Flexible Approach:** Ensure all Support Service functions are compliant and assist the Heads of Service in preparation for regulatory inspections and or tender submissions.
8. **Office Supplies:** Monitor and assist in the ordering and maintenance of office supplies, checking and distributing accordingly to ensure operational effectiveness.
9. **Office Maintenance:** Ensuring all meeting/training rooms are set up and serviced for training and meetings.
10. **Petty Cash / Invoices:**  Under direction of Line Manager, to assume responsibility for reconciliation of receipts and accurate recording and administration of petty cash funds in accordance with organisational guidelines.
11. **Office Cover:** To provide cover in the absence of other staff as directed.
12. **Data Protection:** Work within the provisions of the Data Protection Act, observing strict confidentiality in relation to all aspects of work undertaken. Assisting with Subject access requests and Foster Carer file reads when required.
13. **Health and Safety:** 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. Assisting the Compliance and Support Services Manager in undertaking risk assessments as required.
14. **Personal Development:** 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 / fostering /education agency 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.
* Travel to other offices within the Region will be required to attend induction, training or meetings and office cover.
* 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.