

Job Title	Compliance Administrator		
Role level		Version Date	July 2023
Role Holder		Line Manager	HRBP
Function/Department	HR	Area of Business	EMAT
Location	Pyramus House, Grange Park, Northampton		

Overall role purpose:

Coordinate all pre-employment processes and support HRBP to ensure an engaging and timely onboarding experience for new starters – Part Time or Full Time

Key Accountabilities and corresponding activities:

1. Manage the DBS pre-employment checks for all offers of employment
 - *Explain the process to successful candidates*
 - *Issue instructions for completion of forms and collation of documents*
 - *Maintain regular contact until the process is complete*
 - *Document completion and confirm start dates with recruiting manager and HRBP*
2. Coordinate pre-employment training for all offers of employment
 - *Issue links to training*
 - *Monitor and chase completion*
 - *Update records once complete and notify recruiting manager and HRBP*
3. Coordinate the onboarding process
 - *Produce offer letter and contract from standard templates for HRBP/recruiting manager sign off*
 - *Arrange offer pack and signatures*
 - *Collate paperwork for new starters including right to work and update systems*
 - *Liaise with new starters regarding start dates; induction and security passes*
4. Coordinate the induction for new starters
 - *Liaise with recruiting manager for key aspects of induction*
 - *Arrange attendance at EMAT induction*
 - *Produce a calendar of induction activity and built in reviews*
5. Take responsibility for the HR inbox:
 - *Divert queries to the appropriate team member obtaining more information as required*
 - *Monitor responses against the service level agreement*
 - *Close off queries as required*
6. Follow office systems and best practice:
 - *Work in a safe fashion*
 - *Comply with company policies*
 - *Be environmentally minded*
7. Fulfil other duties as required.
 - *Pick up new activities that fall broadly within the purpose of the role.*
 - *Fix things that you can see need fixing.*
 - *Identify problems and find solutions.*

Person Profile:

Personality factors:

- Meticulous attention to detail
- Able to prioritise
- Positive and flexible approach to work and a team player
- Customer focused and service orientated

- Resilient

Skills required/already attained:

- General administration experience essential
- Highly competent in MS Office
- Some knowledge and experience in HR administration would be an advantage
- Previous experience in education and safeguarding ideal but not essential