

JOB DESCRIPTION

POST TITLE: Compliance Adviser
GRADE: 6
DEPARTMENT: HR and Organisational Development
REPORTS TO: Senior Compliance Adviser

PURPOSE OF THE JOB

- To be part of a compliance function responsible for undertaking pre-employment checks and issuing employment contracts to all candidates who are offered jobs at the council
- To provide a timely, accurate and professional service
- To support the continuous improvement of relevant policies, processes and procedures
- To work collaboratively with colleagues across the resourcing team to provide hiring managers and candidates with an expert, proactive and customer-focused service

PRINCIPAL ACCOUNTABILITIES

1. To be responsible for the completion of pre-employment checks, including right to work checks, references, DBS checks, and any other checks that may be required by the council's policies and procedures
2. To be responsible for issuing employment contracts, ensuring they are correctly populated with all relevant information and appropriately stored on the council's HR management information system
3. To ensure candidates and hiring managers have a positive experience of the compliance process and receive high quality, timely information, guidance and support
4. To assist in developing and maintaining written policies and procedures covering all aspects of the compliance process
5. To support the continuous improvement of the compliance process, proactively identifying any issues or concerns and ensuring they are quickly addressed

6. To work collaboratively with colleagues to continually improve the council's resourcing service and recruitment and selection process, promoting and embedding new digital solutions and other innovations in service delivery
7. To ensure that candidates' personal data is treated with the utmost confidentiality and processed in accordance with relevant legislation, regulation, policies and procedures
8. To champion and proactively support the implementation of the council's vision to be an ever more inclusive, anti-racist organisation
9. To model the behaviours required of all colleagues and demonstrate commitment to the council's values
10. To ensure that all duties and responsibilities associated with the role are discharged in accordance with relevant legislation, regulation, policies and procedures

JOB CONTEXT

Organisational context

The postholder will be joining a new resourcing team, which has been designed to provide the council with an effective, efficient, best in class service.

Everyone in the resourcing team will be committed to the council's ambition to become an ever more inclusive, anti-racist organisation where all employees feel confident bringing their whole self to work. This includes actively supporting the aims and objectives of the council's Southwark Stands Together programme, which has been designed to tackle racial disparities in our workforce and our community

All colleagues in the resourcing team will be expected to provide hiring managers and candidates with an expert, proactive and customer-focused service. Everyone in the resourcing team will play a part in promoting the council as an employer of choice and attracting the very best talent to Southwark.

Structural arrangements

The postholder will report to a Senior Compliance Adviser within the council's HR and Organisational Development service.

Financial responsibilities

The postholder will not have any direct financial responsibilities.

Contacts

The postholder will have regular contact with hiring managers at every level of the council. The postholder will use their specialist expertise to provide information, advice and guidance to others.

The postholder will be responsible for representing the council to candidates and recruitment agencies.

Conditions of Service

Conditions of service are governed by the National Joint Council (NJC) for Local Government Services as applied by Southwark Council.

The postholder is required to work 36 hours a week, including occasional work outside of ordinary working hours.

This post is not politically restricted under the terms of the Local Government and Housing Act 1989 (as amended).

Employment is subject to a probationary period of twenty six weeks from the postholder's start date with Southwark Council, during which time the postholder will be required to demonstrate to the council's satisfaction their suitability for the position.

PERSON SPECIFICATION

The person specification describes the knowledge, experience and skills required to carry out this role.

Key: **S** Shortlisting criteria
I Evaluated at interview
T Subject to testing

Knowledge, including qualifications	How assessed
Knowledge of recruitment processes, including pre-employment checks, or demonstrable ability to develop expertise in a new subject	S I
Evidence of continued professional and personal development, which may include achievement of a qualification certified by the Chartered Institute of Personnel Development (CIPD)	S

Experience	How assessed
Relevant work experience within HR, Organisational Development, or a similar field	S
Experience of working quickly and accurately to provide excellent customer service	S I
Experience of supporting the development and/or maintenance of policies, processes and/or procedures	S I
Experience of using digital solutions to improve service delivery	S I

Aptitude, skills and competencies	How assessed
Passion for and commitment to public service delivery	S I
Customer-focused and driven to achieve high standards	S I
Commitment to Southwark Council's values and our ambition to become an ever more inclusive, anti-racist organisation	S I
Excellent written and verbal communication skills	S I
Ability to develop effective working relationships with internal colleagues, including team members and hiring managers	S I
Ability to work quickly and accurately while managing competing deadlines	S I
Ability to address issues and concerns by developing and implementing creative solutions	S I

Aptitude, skills and competencies	How assessed
Resilient, self-sufficient and confident working on own initiative	S I