

JOB DESCRIPTION

Compliance Administrator National Careers Service

JOB TITLE: Compliance Administrator	GRADE/SALARY: A1
DEPT: Compliance	HOURS OF WORK: 37 per week
REPORTS TO: Compliance Co-ordinator	BASE: Bracknell – Ocean House

Adviza is committed to safeguarding and promoting the welfare of children, young people and adults, it expects all staff and volunteers to share this commitment.

JOB PURPOSE
<ul style="list-style-type: none"> ➤ To assist with a variety of administrative tasks that ensure evidence is collected and stored in accordance with contractual obligations and requirements of the data commissioner.
MAIN DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> ➤ Be accurate and timely with evidence checking of customer outcomes to ensure they comply with the ESFA funding rules. ➤ Produce weekly reports to support with team tasks. ➤ Collate non-compliant (or queried) outcomes periodically. ➤ Accurate and timely updating of the YETI database. ➤ Checking customer records and confirming compliance or non-compliance. Following up on non-compliant records and escalating them appropriately to relevant staff and teams. ➤ Work as part of a team to deal with queries via emails and other communication channels across the organisation and from project stakeholders. ➤ Health checking of participant files to promote continuous improvement ➤ Organise and prepare hard copy evidence for archiving. ➤ Uploading customer files to the contracts database timely and accurately. ➤ Support with administration preparation for any audits that the contract is subject too. ➤ Cover office reception duties from time to time as part of an office rota.

PERSON SPECIFICATION

JOB TITLE: Compliance Administrator	GRADE/SALARY: A1
DEPT: Compliance	HOURS OF WORK: 37 per week
REPORTS TO: Compliance Co-ordinator	BASE: Bracknell – Ocean House

Key Criteria	Essential	Desirable
Knowledge / Qualifications	Good general education - GCSE English and Maths, grade C or equivalent or above	Previous experience of working on databases
Competence Summary (Knowledge, skills and abilities.)	<p>Proven administration skills</p> <p>Computer literate with data input skills</p> <p>Good organisational ability and attention to detail.</p> <p>Good interpersonal skills and the ability to communicate effectively (verbally and in writing).</p> <p>Have a flexible approach.</p> <p>Ability to work on own initiative, solve problems and work as part of a team.</p> <p>Can work under pressure.</p>	<p>Experience of using YETI database</p> <p>An understanding of Data Protection legislation and requirements.</p>

Key Criteria	Essential	Desirable
	<p>An understanding of and commitment to equality of opportunity for all.</p>	
<p>Work related Personal Requirements</p>	<p>A drive to ensure that processes and systems are implemented accurately. This will include being able to focus on the detail as well as understand the wider context.</p> <p>Ability to be self-motivated and maintain a positive attitude whilst undertaking routine tasks</p> <p>Able to work on own initiative and as part of a team.</p> <p>Determined to learn new skills and take on new task.</p> <p>Able to deal with confidential information.</p>	

SPECIAL FACTORS:

- Must be prepared to travel locally.
- Prepared to work flexible hours.
- Share with Adviza, the commitment to safeguarding, data protection and promoting the welfare of all our customers.