

<b>Job Title:</b>	Corporate Compliance Administrator
<b>Reporting to:</b>	Corporate Compliance Coordinator
<b>Date:</b>	August 2020

<b>Brief overview of the role:</b>	<p>The Corporate Compliance Administrator will provide administrative support to the Corporate Compliance Team and other teams where applicable</p> <p>Attention to detail is an absolute must for this position along with the ability to work well under pressure.</p> <p>This role would suit an individual who is keen to take on responsibility and who is creative in offering solutions to key tasks with good time management skills. They will be engaging with internal employee and external parties.</p>
<b>Duties:</b>	<p>Routine duties include but are not limited to;</p> <p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>• Organising Telephone and face to face Interviews and Reference Checks</li> <li>• Prepare recruitment reports for management</li> <li>• Manage data and documentation with reference to recruitment including all media recruitment outlets.</li> <li>• New Employee Security applications</li> <li>• Develop further solutions to recruitment options with internal and external parties</li> </ul> <p><b>HR</b></p> <ul style="list-style-type: none"> <li>• Induction, Starters and Leavers Process in conjunction with Line Management create new procedures to enhance the process</li> <li>• Probation process to include internal policies</li> <li>• Annual reviews, new and amendments of internal policies</li> <li>• Employment documentation</li> <li>• Manage All Employees Annual Leave accounts</li> <li>• Ensuring all compulsory Personnel documentation is up to date &amp; stored on the HR system</li> <li>• Production of company induction packs, processes and job descriptions</li> <li>• Supporting facility requirements with Operations Management</li> <li>• Support the apprenticeship scheme with Operations Management</li> <li>• Develop and Create ideas for wellbeing of employees</li> <li>• Prepare monthly reports for management</li> <li>• Manage data and documentation updates to Compliance documents on SharePoint</li> <li>• Co-ordinate/manage QA Apprenticeship Relationship</li> <li>• Manage allocated department salary reviews.</li> </ul> <p><b>Employee Development Program</b></p> <ul style="list-style-type: none"> <li>• Responsible for the delivering ideas/ solutions to the internal Employee promotion development program</li> <li>• Engagement with heads of all departments who are part of the program</li> </ul>

	<ul style="list-style-type: none"> <li>• Engage with employees and support them through the program</li> <li>• Support and develop mentor/ buddy up schemes with Service Desk Manager and Service Operations Manager (2<sup>nd</sup>)</li> <li>• Create monthly reports to demonstrate the improvements and outcomes of the Program</li> </ul>
<p><b>Essential Skills and Experience:</b></p>	<ul style="list-style-type: none"> <li>• Strong communication skills, both written and verbal.</li> <li>• Co-operative and supportive team player.</li> <li>• Pro-active and self-motivated.</li> <li>• Exceptional planning and organisation skills in order to meet deadlines.</li> <li>• Capacity to maintain accurate and up-to-date electronic records.</li> <li>• Excellent skills in Microsoft Excel, PowerPoint, Word and Outlook.</li> <li>• Good Communication Skills.</li> <li>• Ability to work under pressure.</li> <li>• Full UK driving licence with own transport</li> <li>• Ability to obtain Government Security Clearance (SC) with no restrictions.</li> </ul>

**Equal Opportunities**

Prolinx does not discriminate on the basis of race, religion, colour, sex, age, disability or sexual orientation. All recruitment decisions are based solely on qualifications, skills, knowledge and experience and relevant business requirements.

The Job Holder will understand the regulatory, fair trading and competition rules relating to their work sufficiently to be able to comply with them, relying on their knowledge or on their ability to recognise that they will need specialist support.

The Job Holder will actively support at all times company policy and best practice in the area of security, with particular emphasis on the protection of sensitive customer information. This includes the Security requirements of our customers