

## Job Description

| <b>Compliance Coordinator</b>                         |   |
|---|---|
| <b>College/Service</b><br>UAL Arts Temps Ltd          | <b>Location</b><br>Hybrid: Kings Cross Central Saint Martins and remote working |
| <b>Contract Length</b><br>Permanent                   | <b>Hours per week / FTE</b><br>35   |
| <b>Accountable to</b><br>Internal Recruitment Manager | <b>Weeks per year</b><br>52   |
| <b>Salary</b><br>£30,000                              | <b>Grade</b><br>N/A   |

| <b>Compliance Coordinator</b>  |
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| <p><b>Purpose of Role</b></p> <p>This role is part of the UAL Arts Temps Ltd team, a subsidiary of University of the Arts London.</p> <p>As a Compliance Administrator you will be a key point of contact for compliance matters, offering guidance and administrative support for UAL’s in-house recruitment agency UAL Arts Temps Ltd. You will be responsible for delivering comprehensive compliance related administrative processes across different areas of the business, ensuring that all compliance activity is undertaken in accordance with internal procedures and adhering to the relevant regulations.</p> |
| <p><b>Duties and Responsibilities</b></p> <p><b>Compliance Administration</b></p> <ul style="list-style-type: none"> <li>• To be a key point of contact for colleagues in UAL Arts Temps and their clients and candidates on matters relating to compliance.</li> <li>• To respond promptly and efficiently to all queries received by email, phone, and in person, relating to compliance.</li> <li>• To assist in ensuring that procedures are in place across UAL Arts Temps and maintained in accordance with the Home Office rules and Conduct Regulations. This</li> </ul>   |

will involve acquiring and maintaining a detailed knowledge of these regulations.

- To monitor the effectiveness of Right to Work system procedures and contribute to their improvement to reflect changing UKVI requirements.
- To complete DBS checks and track completion using the relevant system.
- To compile relevant reports on activity to internal hiring managers and UAL Finance.
- To assist in ensuring that all required compliance activities that have been agreed are performed to a required standard and are in accordance with the relevant procedure.
- To assist in maintenance of all candidate records using multiple systems as required and seek ways to streamline the work to improve efficiency and effectiveness.
- To work in conjunction with the Internal Recruitment Manager as required in preparation for internal and external compliance audits.
- To assist the work of the Recruitment Administrator during busy periods and ensure all administrative work is completed.
- To help organise and deliver relevant training to staff. Including the creation of reporting and system user guides.
- To become the ATS system expert in relation to the compliance processes.
- To assist with yearly rate changes and making sure all placements are up to date.

#### **Other**

- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the Planning, Review and Appraisal scheme and staff development opportunities.
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role accordance to policies and procedures, as laid down in the Financial Regulations.

#### **Key Working Relationships**

- Internal hiring managers
- UAL Students and Graduates
- UAL Finance
- UKVI, Home Office, Recruitment and Employment Confederation, London Living Wage Foundation, Capita, Phase 3 payroll bureau, Eploy

#### **Specific Management Responsibilities**

**Budgets** – N/A

**Staff** – N/A  
**Other** (e.g., accommodation; equipment) – N/A

Signed Sam Taylor (Recruiting Manager)

Date of last review 29/04/2023

## Job Title - Compliance Coordinator

| Person Specification                       |   |
|--|---|
| Specialist Knowledge/<br>Qualifications    | <p>Knowledge of UKVI regulations and Conduct of Employment Business Regulations</p> <p>Knowledge and understanding of recruitment best practice and process</p> <p>Competent IT user, able to work effectively in MS Office, including Outlook, Excel and Word</p> <p>Experience of using a recruitment ATS (desirable)</p> |
| Relevant Experience                        | <p>Administrative experience, including responsibility for own correspondence, data entry, record keeping and compiling basic reports</p> <p>Experience of producing reports and evaluating data</p> <p>Understanding of the importance of excellent customer service is essential</p>                                      |
| Communication Skills                       | <p>Communicates effectively orally and in writing and /or using visual media</p> <p>Conveys complex information to a variety of stakeholders</p>  |
| Research, Teaching and Learning            | Effectively delivers basic training or briefings to support understanding or learning   |
| Planning and Managing Resources            | Plans, prioritises and organises work to achieve objectives on time   |
| Teamwork                                   | Works collaboratively in a team and where appropriate across or with different professional groups.   |
| Student Experience or Customer Service     | Provides a positive and responsive student or customer service.   |
| Creativity, Innovation and Problem Solving | Uses initiative or creativity to resolve problems.  |

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria.