**JOB DESCRIPTION**

**Onboarding Compliance Officer**

**Department**: Quality & Compliance

**Job Title**: Onboarding Compliance Officer

**Reports To**: Quality Lead

**Accountable To**: Quality Lead

**Job Purpose**

The Onboarding Compliance Officer is responsible for coordinating and managing all pre-employment compliance requirements for new employees, workers, apprentices, sponsored workers, and agency personnel. The postholder will ensure all onboarding activity is completed in accordance with legislative, regulatory, contractual, and organisational requirements before employment clearance is issued.

The role acts as a key compliance safeguard, ensuring robust recruitment governance, maintaining accurate records, mitigating organisational risk, and supporting the safe recruitment of suitable individuals.

The postholder will work closely with Recruitment, Operations, Homecare, Learning & Development, and Management Teams to ensure a smooth and compliant onboarding process.

**Key Responsibilities**

**Recruitment Compliance and Employment Checks**

- Coordinate and manage all onboarding compliance activity from conditional offer through to employment clearance.
- Ensure all mandatory pre-employment checks are completed, reviewed, verified, and documented.
- Undertake detailed compliance reviews to ensure candidates meet organisational and regulatory requirements.
- Monitor onboarding progress and maintain accurate compliance trackers.
- Escalate concerns, discrepancies, or risks identified during onboarding to the Quality Lead.
- Ensure all onboarding records are maintained in line with GDPR and organisational requirements.

**Mandatory Pre-Employment Checks**

The Onboarding Compliance Officer is responsible for ensuring the satisfactory completion and verification of:

- Right to Work in the United Kingdom checks.
- Enhanced DBS checks and relevant workforce checks.
- DBS Update Service verification where applicable.
- Verification of photographic identification.
- Verification of proof of address documentation.

- Employment reference checks.
- Full employment history review and gap analysis.
- Qualification verification.
- Professional registration verification where applicable.
- Driving licence checks where required for role responsibilities.
- Vehicle insurance and MOT verification where applicable.
- Occupational health declarations and clearances where required.
- Sponsorship and visa compliance monitoring.
- Contractual documentation and new starter paperwork.

Any additional checks required by legislation, commissioners, regulators, or organisational policy.

**Induction Compliance**

- Coordinate attendance at all mandatory induction training.
- Ensure all new starters complete the mandatory 2-day Corporate Induction Programme.
- Maintain accurate induction attendance records.
- Obtain and retain evidence of induction completion.
- Liaise with managers and operational teams regarding induction requirements.
- Monitor outstanding induction activity and ensure completion within required timescales.

**Compliance Authority**

The Onboarding Compliance Officer has delegated authority to withhold employment clearance where onboarding requirements have not been satisfactorily met.

**The postholder must ensure that:**

- All mandatory pre-employment checks have been completed and verified.
- All required references have been received and reviewed.
- Mandatory documentation has been completed and returned.
- Regulatory and contractual compliance requirements have been met.
- The mandatory 2-day Corporate Induction Programme has been successfully completed and recorded.

Under no circumstances may an employee, worker, apprentice, agency worker, sponsored worker, volunteer, or contractor commence work, undertake shadow shifts, supernumerary shifts, provide care, undertake lone working, or carry out any duties on behalf of the organisation until full onboarding clearance has been issued by the Onboarding Compliance Team.

**Audit, Quality Assurance and Reporting**

- Prepare onboarding records for internal and external audits.
- Support organisational inspections and compliance reviews.
- Conduct periodic file audits to ensure onboarding standards are maintained.
- Identify trends, risks, and opportunities for service improvement.
- Produce onboarding compliance reports and management information.

- Support the continuous improvement of onboarding systems and processes.

**Record Management**

- Maintain accurate electronic personnel files.
- Ensure onboarding documentation is securely stored and easily retrievable.
- Update compliance systems, databases, and monitoring tools.
- Ensure documentation is retained in accordance with organisational policies and legal requirements.

**General Responsibilities**

- Promote a culture of compliance, quality, professionalism, and accountability.
- Maintain confidentiality and data protection requirements at all times.
- Develop and maintain effective working relationships with internal and external stakeholders.
- Participate in team meetings, audits, service improvement initiatives, and organisational projects.
- Undertake any other duties commensurate with the level of the role as reasonably requested by the Quality Lead.

**Key Accountability**

The postholder is accountable for ensuring that no individual is authorised to commence employment until all pre-employment compliance requirements have been completed, verified, approved, and the mandatory 2-day Corporate Induction Programme has been successfully completed and recorded