



People
Services
Coordinator
(Compliance)

1. JOB SPECIFICS	
Job Title:	People Services Coordinator (Compliance Project - 7 months FTC)
Reports to:	People Services Team Leader??
Location:	Slough
Department:	People Team

2. ABOUT THE ROLE	
What you'll be doing?	Taking ownership of a full compliance and Vetting review across the business for permanent, temporary and contracting staff. Co-ordination of the IR35 process and mandatory training programme within the People Team.
Key Responsibilities	<p>Compliance and Vetting</p> <ul style="list-style-type: none"> • Work with key stakeholders to ensure participation and compliance with the review process • Co-ordinating the review of all vetting checks across the business (new employees as above and for movers around the business) using and supporting the embedding of QA Compliance and Vetting Tool. • Support the production of QA policies that capture the process for vetting and compliance across the business. • Co-ordinating vetting and compliance re-checks as appropriate ensuring correct documentation on record for all employees. • Updating all employee records with vetting and compliance data in our core HRIS. • Report and track progress on vetting and compliance progress on a weekly basis including spend. <p>IR35</p> <ul style="list-style-type: none"> • Manage the contractor and temporary workforce documentation and process ensuring the correct status determination, contracts, vetting checks and mandatory training is completed and recorded. • Work with the People Partners to ensure actions are followed up depending on outcome. • Create and update contractor and temp staff records through our core HRIS. • Set up and maintain electronic files, ensuring all contractual documents are maintained centrally.

	<ul style="list-style-type: none"> Supporting People team projects and employee lifecycle events such as data cleansing and any other initiatives Undertaking any other duties, at a level appropriate to the position, as directed by the PS Team Leader or Head of People Services. <p>Mandatory Training</p> <ul style="list-style-type: none"> Coordination of mandatory training programme across the business.
KPIs & SLAs	<ul style="list-style-type: none"> Achieve 100% coverage for all employees (temp and perm) that are reviewed for vetting, compliance, mandatory training and IR35. Accuracy and timeliness of data shared by email and added to the HRIS system Accuracy of data used for KPI reporting Accuracy of soft copy contractual records, Right to Work and background checks Feedback from managers and employees across the business
Key Working Relationships	<ul style="list-style-type: none"> All Employees and Managers Programme Team People Team Finance Team

3. ABOUT YOU

Skills & Abilities	<ul style="list-style-type: none"> Excellent attention to detail and strong process orientation Confident verbal communication and a clear written style Confident multi-tasker, capable of maintaining a level head when under pressure Effectively prioritises workload to meet deadlines, with limited supervision Enjoys taking initiative and problem solving Collaborative team player
Your Experience	<ul style="list-style-type: none"> Track record of accurate and timely administration in a busy operational HR role Minimum of 6 months' experience using an HRIS on a daily basis Customer focused telephone liaison Handling high volumes of queries, ideally with some exposure to a demanding client base
Your Knowledge	<ul style="list-style-type: none"> Word, Excel and Outlook, ideally beyond basic competence HRIS, ideally Cascade Some knowledge of Compliance, Vetting, ISO 27001 and IR35 standards is desirable

Your Qualifications	HR qualification, or studying towards one, desirable
What you'll bring to QA	<ul style="list-style-type: none">• Personable and professional and be a great ambassador for the People Team• Keen desire to learn and progress within the People team• Be tenacious, resourceful and resilient• Proven organisational skills with the ability to prioritise in a timely and efficient manner.• Emotional resilience, able to deal with ambiguity