

# Compliance Officer

## Job Description

Reports to: **Head of Care and Support**

Direct reports: **[None]**

Evaluation: **472 points**

Grade: **N6**

Reference: **A5475**

### Job Purpose

To ensure the Care and Support service operates robust and effective compliance controls, achieving high levels of compliance to attain corporate, regulatory and contractual standards.

### Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. To undertake a programme of all required compliance audits:
  - (i) Peer – Regulation 17, Health and Social Care Act 2008 (Regulated Activities) Regulations 2014.
  - (ii) Health and safety
  - (iii) Financial
  - (iv) Infection prevention and control
2. To undertake audits within allotted timescales within each Care and Support provision (both registered and non-registered areas).
3. To produce written reports on the standards of service provision from inspections and audits with reports being used to further enhance health and safety and infection, prevention and control operations.

4. To be responsible for identifying findings including areas of non-compliance and recording and sharing this information with the Head of Service and front-line Managers to achieve quality and safe standards of care.
5. To support front line managers and employees in their development and knowledge of regulations and the impact on the service area if there are levels of non-compliance.
6. To support with commissioning and assessment processes in any organisation with serious provider concerns.
7. To audit the services operations including case files, employee knowledge and observations of practice against the services quality assurance procedures.
8. To carry out other such responsibilities which are appropriate to the grade of the post.
9. To promote and implement our *Diversity, Equality, Equity, and Accessibility* policy in all aspects of your employment.