

Compliance Officer

Person Specification

We will use these criteria to assess your suitability for the job.

Essential

1. Able to demonstrate an understanding of key national legislation and strategies related to improving Health and Social Care, which meet the needs of vulnerable adults
2. Able to work with outcome focused service provision and person-centred care provision
3. Able to plan and prioritise project tasks and delivery to meet deadlines
4. Able to work with a range of stakeholders including service users, carers and service providers to develop innovative and flexible solutions
5. Able to deliver project specific work and contribute to mandated and emerging Health and Social Care priorities
6. Able to communicate with a diverse and varied audience
7. Able to collate and analyse information to identify trends and make recommendations
8. Able to work flexibly and collaboratively in a busy team environment to support achievement of Adult Social Care and Prevention priorities
9. Experience of delivering against Health and Social Care priorities to improve outcomes

10. Experience of preparing reports and delivery of presentations and training
11. Experience of working towards objectives and measures outcomes
12. Experience of working in collaboration with a range of statutory, voluntary, and/or academic partners to improve Health and Social Care delivery
13. Experience of using highly developed interpersonal skills with diplomacy and the ability to influence.
14. Experience of presenting ideas and requirements to key individuals at all levels.
15. Experience of exercising discretion in dealing with confidential or sensitive matters and be able to deliver 'non-compliance' related messages with diplomacy and tact.
16. Experience of working with minimal supervision, manage own workload and taking responsibility for achieving results.
17. Experience of multi-tasking and working in a fast-paced environment.
18. Experience of completing assessments and identifying risks
19. Relevant experience in the Health and Social Care sector
20. NVQ Level 2 or above in Health and Social care or relevant professional qualification

Desirable

- Experience of auditing Health and Social Care service provision
- Customer care training
- Experience of working with a range of service user age groups

- Knowledge of Corporate policies and procedures
- Understanding of and ability to work within and promote the principals of Council values, corporate plans and service priorities
- NVQ level 4 in Health and Social Care or relevant qualification or be willing to work towards.

Our Values

Do you share our values of **proud**, **fair**, and **ambitious**?