Job Title:	**Healthcare Compliance Officer**
Business Stream:	
Reports to:	

Background:

Jarell Group is a collective of recruitment agencies supplying temporary & permanent staff across a broad range of industry sectors throughout the UK. The business is split into individual recruitment agencies each with their own identity and area of specialism. They supply the whole recruitment circle from sourcing & selection to payroll & training including apprenticeships.

As a Healthcare Compliance Officer you will help source and secure work for temporary and permanent candidates. You will support a hardworking team with servicing our current client base, filling vacancies with suitably skilled candidates.

Key Responsibilities:

Candidate Attraction

- Creating compliant adverts for roles and ensure these are up to date and fresh
- Attract sufficient candidates through ensuring ongoing advertising, recruitment & selection of candidates.
- Maximise the current candidate availability pool through effective management of databases.
- Proactive candidate searching via CRM, job boards & creating watch dogs via Job boards.
- Develop a key understanding of client requirements.

Candidate Onboarding & Compliance

- Reviewing CV's & responding to candidates in a timely manner.
- Interviewing candidates and completing registration process
- Completing initial background checks in line with legal and client requirements including: identity, address, Right To Work, DBS, referencing, qualification & training checks, health & immunisations.
- Completing "Ready To Work" process.
- Completing update background checks.

General

- Maintaining a professional and up-to-date social media profile to use for both business development & recruitment purposes.
- Resolve efficiently any queries raised from candidates, workers or clients in a prompt and timely manner.
- Adhering to KPI's, work to deadlines and performance targets.
- Support the Compliance Team with both internal and external audits
- Understand, and comply with, all company policies, procedures & required regulations & legislation
- Raise any concerns to management.
- Out of hours mobile phone cover as required by job role.
- Liaise with Head Office staff as required to fulfil duties
- Support the branch with other tasks to ensure high quality service delivery as required
- Holiday cover and ad hoc requests in line with job description as required.

Experience & Skills:

- Ability to meet business objectives
- Previous compliance experience
- Previous experience in administration
- Ability to follow procedures with attention to detail & accuracy
- Excellent interpersonal, presentation and communication skills
- Reliable and flexible
- Excellent time management.
- Confidential and professional approach to work
- Excellent verbal and written communications with all levels of people internally & externally
- Ability to work autonomously, manage own/ demanding workload and prioritise.

Requirements & Qualifications:

- Excellent understanding of recruitment processes
- Knowledge of sourcing tools and selection methods for recruiting candidates
- Experience of a fast-paced sales environment
- Maths & English to GCSE or above
- MS Office skills
- Experienced user of CRM systems
- Good standard of Education and willingness to undertake any further training to develop in the role.
- Due to the nature of the role and the potential sensitivity of the data being handled background checks will be completed including referencing and a DBS Check. Issues would not preclude the candidate but HR will be contacted for further advice.
- A mandatory part of the role will be manning the on-call out of hour's calls for all roles.