



**Job Title:** Compliance and Onboarding Administrator

**Location:** Bolton

**Reports to:** Senior HR Programmes and Compliance Manager

**Accountable to:** Head of HR

**Job Purpose:**

To deliver a professional and responsive service to internal stakeholders and a best-in-class candidate experience.

Administer the referencing process in a timely and effective manner to recruit best fit candidates, as quickly as possible and allow our services to deliver the highest standard of care and to grow. Duties include but are not limited to; communicating with offered candidates, gaining relevant information, undertaking pre-employment checks, enrolling candidates on the DBS portal, assessing and highlighting any safeguarding risks and fielding recruiting manager queries.

Uphold the Group's commitment to safeguarding the children and young people in our care by championing our safer recruitment standards.

**Key Stakeholders:**

Recruiting Managers/Internal Stakeholders, Senior Resourcing Administrators, Recruiting Managers, HR

**Key Responsibilities:**

1. Administer the referencing process accurately and efficiently to help deliver a proactive onboarding service to allow for the highest standard of care.
2. Manage all candidate records in the applicant tracking system ensuring all job details and candidate records are accurate.
3. Communicate with candidates proactively using the system, phone, email and field queries via email, phone and social media to ensure all documentation is complete to avoid delays to start date.
4. Respond to recruiting manager queries via phone and email providing updates on recruitment performance as requested by Resourcing Managers.
5. Conduct pre-employment checks in a timely and effective manner and within SLA's and in line with SAFER recruitment including DBS checks, reference checks, and reference verifications in line with process and within SLA's.
6. Coordinate and work with Learning and Talent to ensure all new starters are booked on the induction and receive all relevant information.
7. Following up candidates where offers are not accepted.



**Standard responsibilities:**

There are a number of standard duties and responsibilities that all employees, irrespective of their role and level of seniority within OFG Group are expected to be familiar with and adhere to;

- Participates in an annual performance review programme
- Works, at all times, in accordance with the policies and procedures of the OFG Group and statutory regulations applicable to the Group
- Observes, at all times, strict rules of confidentiality appropriate to the post.
- To comply at all times with the requirements of Health and Safety Regulations to ensure their own wellbeing and that of their colleagues.
- OFG Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all employees to work in accordance with this.
- Undertakes other duties as assigned.

**Measures:**

1. Candidate management SLAs.
2. Time to hire.
3. Customer service.
4. Candidate experience.

**Experience, Skills & Qualifications:**

1. Customer service experience including telephone customer service.
2. Resilient – can work under pressure and to tight deadlines.
3. Highly organised can prioritise and manage on workload.
4. Ability to work collaboratively as part of a team.
5. Attention to detail.