

HR Compliance Officer

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What's it all about

As an HR Compliance Officer, your role is central to ensuring data protection, data quality, and integrity across the HR function and ensuring risks and controls are accurately recorded.

How you'll make a difference

You'll be the guardian of compliance within HR, ensuring that data is accurate, secure, and aligned with regulatory requirements such as GDPR. By identifying risks and recommending improvements, you'll help the HR team operate efficiently and confidently.

How you'll do it

You'll carry out audits to maintain compliance, support recovery and improvement plans, and help embed robust systems and processes within the HR team.

You'll also play a key part in advancing the HR digital agenda, particularly around data accuracy and process efficiency.

Your work will include, but is not limited to:

Compliance, risk, governance and audit

- Audit key areas such as payroll, DBS, Right to Work, safeguarding, and training compliance.
- Support with the management of internal and external audits for the HR function.
- Support with NHG's certificate of sponsorship, SM&CR, DBS and data protection/security, ensuring full compliance.
- Support with the department's, risk maps and controls; ensuring these are fully documented and controls updated/tested.
- Identify compliance risks and develop tools to monitor and mitigate them.
- Collaborate with HR Services and Systems teams to ensure payroll accuracy.

Process improvement and systems

- Ensure HR processes are continuously reviewed and identify opportunities for simplification, automating and/or improving service delivery.

- Work with the HR digital and insight team to optimise HRIS functionality and improve data accuracy.
- Develop and document standard operating procedures to ensure consistency and reduce risk.
- Support digital transformation initiatives across HR
- Work collaboratively with the wider HR team to improve ways of working.

Data protection quality and integrity

- Ensure compliance with data protection and retention requirements.
- Support system setup and data migration to maintain integrity.
- Conduct regular audits and engage with staff to keep data accurate.
- Report risks and recommend improvements to senior HR leaders

Project work and general duties

- Deliver project work as required.
- Support with pay award.
- Promote diversity and inclusion in all activities.
- Support wider HR teams with tasks like payroll changes system uploads and expenses input.
- Provide coaching and guidance to HR colleagues.
- Ensure that you follow and keep up to date with all relevant Notting Hill Genesis and statutory policies and related procedures including health and safety and financial regulations.
- Hybrid arrangements – currently **at least three days a week in our main office but more may be needed depending on work and interactions required.**

All about you

Behaviours for success

Our values set out what we stand for. You'll need to show us how you match them and how you'll behave to ensure those are visible when carrying out your work.

- Compassionate
- Progressive
- Dependable
- Inclusive
- Empowered

For each value, we've created example behaviours to help you understand our expectations in more detail. Please [refer to the framework](#). This role is at **staff** level.

Essential knowledge, experience and skills including qualifications and professional membership

- Strong experience in managing data quality and integrity and large data sets.
- Good understanding of data protection and retention requirements.
- Experience in conducting audits and analysing data for improvements.
- Customer focus - deliver excellent service, act with integrity, and keep promises.
- **Intermediate/advanced** IT and systems skills including Microsoft excel

Skills & Attributes

- Attention to detail.
- Strong organisational skills and ability to manage priorities to maintain accuracy and efficiency.
- Ability to influence and coach.
- Good written and report writing skills.
- Ability to interpret data, identify patterns, draw accurate conclusions and report on data and trends.
- Ability to clearly outline workflows, create process guidelines, and maintain accurate records for consistency.