

Role Profile

Position Title:	Compliance Administrator
Reports to:	Head of HR & Training
Salary:	£16,575
Location:	Extra Care Lucas Exchange 1 Orchard Way Greystone Road Antrim BT41 2RU
Contracted Hours:	37.5 hours per week Monday – Friday.
Travel:	The post-holder may be required to undertake some travel to regional offices throughout Northern Ireland.

Job Purpose

To administer compliance across all aspects of the Organisation

Key Responsibilities of the job:

As A Compliance Administrator I will: -

- Contribute to a culture of continual quality improvement and learning through the operation of Extra Care's quality improvement processes;
- Contribute to ensuring all policies and procedures are compliant with relevant legislation, regulatory and contract requirements and are reviewed in line with best practice;
- Contribute to the completion of Regulation and Quality Improvement Authority (RQIA) Regulation 23 Reports and monitor as appropriate;
- Contribute to ensuring readiness for RQIA Inspections, Health and Social Care Trust Audits and any other audits/inspections as may be applicable;
- Ensure the completion of Quality Improvement Plans and ensure all necessary documentation is forwarded to the appropriate people;
- Review and audit the Quality Assurance Schedule to ensure compliance;
- Co-ordinate Training as required;
- Audit all Service User and staff files and implement plans to address gaps in information;
- Collate all complaints and compliments and ensure where appropriate investigations are completed, and that all necessary documentation is completed and distributed accordingly;
- Monitor and complete all accident/incident reports and ensure where appropriate investigations are completed, and that all necessary documentation is completed and distributed accordingly;
- Contribute to the compliance of Health & Safety requirements within Extra Care and conduct audits as appropriate;
- Monitor and audit Northern Ireland Social Care Council (NISCC) Registration across Extra Care;
- Contribute to compliance with General Data Protection Regulations and conduct audits and appropriate;
- Manage the storage of data as appropriate;
- Assist in other administrative duties as required;
- Collate data and contribute to KPI reporting as required;
- Undertake specific projects as required by Extra Care;
- Undertake all duties in accordance with the values of the Organisation;
- Undertake any other tasks as required for the role.

Purpose

Giving people the choice to remain living at home through the provision of high quality care.

Vision

To be the leading provider of, and champion for, innovative, high quality, cost effective and flexible care services.

Values

Values are the beliefs, behaviours and attitudes that determine and describe how we are at Extra Care. We aim to embed these values at every level of the organisation and ensure that it is these values that will drive what we do and how we do it.

Governance

Accountable and best practice

Quality Service

Specific standards delivered by committed and expert staff

Success in Customer Satisfaction

Listening, learning and leading on great customer care

Commitment and innovation in practice

Engaged and driving for better ways of working

Team Work & Respect for others

Common goals, positive support and constructive challenge

Integrity, honesty & Trust

Integrity at the core of everything we do

Excellence in communication

Clear, open and ongoing



Job Specification

Essential criteria;

- GCSE's English and Math (Grade A-C) or equivalent;
- Good organisational skills;
- IT literate (proficient in MS Office applications ie: Word, Excel etc.);
- Attention to detail;
- Ability to work on your own initiative and prioritise workload;
- Desire and willingness to learn as required for the role.

Desirable

- Experience of working with the General Data Protection Regulations;
- Experience of working in a Health and Social Care Environment.