

Job Description

Job Title:	National Careers Service Compliance & Administration Lead
Group:	Employability and Careers
Dept/Project/Service:	National Career Service (NCS)
Reports to:	National Careers Service Contract Manager
Responsible for:	Central Compliance & Administration Team
Usual office base:	Any regional office
Grade:	Careers Grade 2

Job Purpose:

To provide support to the Contract Manager through a range of contract specific activities, predominantly focused on the coordination of key compliance activities required to support core CCC activities. To manage key activities related to contract compliance and data driven activity relating to contract performance.

Job Objectives:

1. Work closely with the Contract Manager, Deputy Director, and key personnel at the Department for Education, to lead EDT's NCS compliance activities, ensuring EDT meets specific funding rule requirements, coordinate the creation and maintenance of clear guidance documents and pro-forma templates that assure compliance and support delivery teams;
2. Lead EDT's activities in response to DfE compliance audits;

3. Coordinate activity to support core CCC activities, including identifying and allocating resource from a central contract function across regional areas/teams as needed to ensure timely completion of contract compliance requirements;
4. To manage a central function to support and offer assurance to NCS Contract Compliance Coordinators in relation to compliance risks and issues, including likely impacts and mitigation options;
5. Interrogate data and MI to produce comprehensive statistical data and reports to assist the contract manager with effective performance management;
6. Support and coordinate activity in collaboration with Business Improvement team colleagues in internal audits and compliance check assurance, ensuring the successful implementation of identified areas for improvement. Maintain robust reporting systems to ensure efficient capture of compliance errors and tracking trends;
7. Support the Contract Manager in the development of project plans and milestone charts and liaise with the delivery team to ensure progress against deliverables and highlight any issues to the Contract Manager;
8. Identify and highlight risk and issues; updating and maintaining project AIRAD (Action, Issue, Risk and Decision) logs and other documentation as required by the Contract Manager.
9. Undertake any other duties and support to the team as directed by the Contract Manager.
10. Be responsible for adhering to both local and the Corporate Safeguarding policy and procedures aimed at promoting and safeguarding the welfare of children and at-risk adults and attend mandatory child protection and/or adult protection safeguarding and prevent training.

This job description needs to be considered in the context of a developing and evolving area of service delivery and therefore the duties described above will need to be adapted to meet the needs of the project.

Scope:

Person Specification:

Knowledge

Essential:

- » Working knowledge and understanding of Microsoft packages in particular Excel (V look ups, Pivot tables, Powerpoint);
- » L3 relevant qualification

Desirable:

- » Project Management
- » Understanding of government funded contracts (ESF, ESFA)

Experience

Essential:

- » Substantial experience of compliance work specific to the National Careers Service contracts
- » Conducting internal reviews or audits
- » Experience interacting with a client/funder to determine requirements and feedback as appropriate
- » Evidence of having operated in a pressurised environment
- » Experience of working on multiple projects and tasks
- » Evidence of monitoring work to ensure its quality and acting to correct problems as they arise
- » Demonstrate evidence of working in areas that require strict confidentiality and data protection guidelines

Desirable:

- » Knowledge and experience of implementing quality improvement tools
- » Experience of supporting recruitment activities
- » Experience of coordinating events, conferences or similar

Skills

Essential:

- » Ability to manage and analyse data, and present conclusions
- » Ability to use initiative, demonstrating commitment and flexibility.
- » Very strong stakeholder liaison and interpersonal skills with the ability to work collaboratively in cross-functional teams at every level across the organisation and with a wide range of external stakeholders.
- » Ability to prioritise workload and work to deadlines.
- » Self-starter with the ability to work unsupervised.
- » Well-developed written communication skills.
- » Excellent IT skills – accurate word processing and expertise in using MS Office applications,
- » Excellent planning and organisational skills
- » Concern for detail to ensure the accuracy of information

Our Values



Education Development Trust is committed to safeguarding and promoting the welfare of children and adults whom we work with and come into contact with around the world. All applicants are subject to thorough screening and successful candidates are subject to the relevant level of criminal record checks with national police authorities or the UK's Disclosure and Barring Service (DBS). This will be at minimum a basic DBS check.

Education Development Trust also participates in the Inter Agency Misconduct Disclosure Scheme and we may request information from relevant job applicants' previous employers about any findings of sexual misconduct, including harassment, during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.