



# Sefton CVS

Supporting Local Communities

## JOB DESCRIPTION

<b>Job Title:</b>	HR, Compliance and Governance Manager
<b>Salary:</b>	£42,000 per annum
<b>Location:</b>	Sefton CVS Head Office, Waterloo, Borough of Sefton
<b>Hours:</b>	35
<b>Benefits:</b>	26 days annual leave (plus bank holidays), rising to 29 days after 5 years' service. Company pension scheme with contributions of 6%. 24/7 Employee Well-being Assistance Programme. Life Assurance of 2 x annual salary. Income protection scheme (illness). Flexible working.

We pride ourselves on being an inclusive and supportive employer

Our vision is to develop a vibrant voluntary, community and faith sector that encourages and supports independent, resilient and sustainable communities.

### Job Purpose:

- To ensure the organisation is fully compliant with and continuously adheres to, all external Regulatory, Compliance and Legal standards.
- Understand UK, sector-wide and wider emerging HR issues, assessing their HR implications for Sefton CVS and advising on/developing appropriate organisational approaches.
- To act as the Information Governance and General Data Protection Lead, including being the senior person [Data Protection Officer] responsible within CVS for protecting the confidentiality of patient and service user data in compliance with GDPR regulations. To provide advice and guidance to the Chief Executive and Senior Management Team, and be the central reference point, on all regulatory and compliance matters both external and internal.

- To manage the organisation's Human Resources (HR) function, recruitment and administration, to ensure that the appropriate HR systems and procedures are in place.
- To be the key point of contact with our external HR Advisers to ensure our internal policies and procedures comply with all Employment Law regulations, at all times.

## Main Responsibilities and Tasks

- Be the internal lead on all Human Resources matters ensuring systems and procedures are effective, monitored and reviewed in accordance with legislative requirements.
- Provide line management to the in-house Administration Worker and Buildings Officer, Southport.
- Over-see office management and staff cover for the Waterloo office.
- Provide Secretariat to the CVS Board and Sub Committees.
- Provide timely management of all contract and legal agreement anniversaries.
- Liaise with all external agencies and providers including but not limited to:
  - The organisations' Health and Safety Advisers
  - Landlords or representatives
  - Insurers and Brokers
  - The organisation's Legal Advisers
  - Pension Scheme
  - Disclosure and Barring Service
- To ensure compliance with the legal requirements of the UK Border Agency and the right to work for employees and workers.
- Oversee systems relating to the provision of the Disclosure and Barring Service.

## Tasks

- Ensure the provision of timely and accurate management information and analysis, reports to Trustees, Senior Leadership Team, Senior Managers, and external bodies to support appropriate decisions and actions.
- Be responsible for advising the Senior Management Team, Board and staff in relation to the implementation of data protection practice, ensuring compliance with the Data Protection Act 2018, GDPR and NHS Data Security and Protection Toolkit.
- To co-work with the Caldicott Guardian and the Senior Information Risk Owner (SIRO), around information sharing, Subject Access Requests (SAR) and management of data breaches.

- To be the point of contact with the Information Commissioners Office to ensure compliance to any changes in legislation and the reporting of any data breaches.
- Prepare reports and management information on Compliance, Governance and HR
- To ensure the organisation has all appropriate safeguards and control of records and applications made to the Disclosure and Barring Service (DBS).
- Working with the Senior Management Team on employee reward, ensuring that pay and benefits are fit for purpose, respond to organisational needs, and enable us to recruit and retain high quality staff.
- Undertake HR administration relating to preparing employment contracts, recording absence, holidays, staff records, staff appraisal and training records etc.
- Oversee documentation for safe recruitment and selection, including recruitment adverts, shortlisting interview procedures, Right to Work, feedback and monitoring.  
Responsible for induction and exit procedures.
- To provide up to date information to payroll on new starters, leavers and changes to working hours.
- Be the key point of contact with CVS Employment Law advisers on issues relating to disciplinary, grievance and redundancy, conduct and capability.
- To ensure that the organisation is fully compliant with all aspects of the Modern Slavery Act.
- To be responsible for the Training and Development programme and records, including the implementation of the workforce development plan.
- Provide support and guidance to Line Managers with day to day HR issues.
- To be responsible for buildings management including arranging regular inspections of all the organisations premises, including Southport Community Centre and Strand by Me and the building services therein to ensure compliance with Building Regulations, Health and Safety, Disability Access Regulations and, importantly, the suitability and safety of employees and visitors.
- The management of any Contractors engaged to provide premise related services to the organisation, including but not limited to their fitness to operate, implementation of adequate and appropriate safety precautions.
- Provide support and guidance to the management team on all aspects of Health and Safety, including the completion of meaningful and appropriate risk assessments.
- The management of all matters relating to leases, insurances and health and safety and risk assessments.
- Develop, implement and oversee control systems designed to prevent or deal with violations of legal guidelines and internal policies/procedures.
- Frequently evaluate the effectiveness and efficiency of controls and improve them continuously.

- Revise procedures, reports etc periodically to identify hidden or non-conformity risks.
- Draft, modify, seek approval and implement company policies and procedures.
- Assess the organisation's future ventures to identify potential and possible compliance issues/risks.

### Other relevant duties

- Keep abreast of regulatory developments both external and internal.
- Maintain self-improvement by attending and being well informed of professional continuous improvement via training and qualification.

### General

You will be required to participate in staff development and use all relevant learning opportunities to improve personal skills.

You will be required to confirm their eligibility to work in the UK in order to comply with employment legislation.

Where the job involves engaging in regulated activity, the successful candidate will be required to undergo a Disclosure and Barring Service (CRB) enhanced check before appointment is confirmed.

### Confidentiality

You must maintain the confidentiality of all information and records relating to the work of Sefton CVS, in accordance with the organisation's procedures and policies.

### Equality, Diversity and Inclusion

Sefton CVS operates an equal opportunities policy and is committed to a programme of action to make this policy effective.

We actively encourage and welcome applications from everyone, including people who are underrepresented in our organisation. The more diverse our workforce, the better we represent and can deliver for our communities.

## Navajo Charter Mark (LGBTIQA+)

Sefton CVS is committed to being an LGBTIQA+ friendly employer and provider of services.

In recognition of this, we were awarded the Navajo Charter Mark for the steps we have undertaken to improve, and ensure the continued improvement of, our employment practices, service design, service delivery and access for LGBTIQA+ people within our communities.

Sefton CVS actively encourage and welcome people from LGBTIQA+ communities to apply for our job vacancies.



## Disability Confident Employer

Sefton CVS have been awarded the Disability Confident Employer accreditation (previously Disability Two Ticks) in recognition of our commitment to the recruitment, employment, retention and career development of disabled people.



**What we mean by disability:** The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

**Guaranteed Interview:** The Disability Confident Employer accreditation includes a guaranteed interview for any disabled applicant who meets the common and specific requirements for a job.

**How to apply:** If you feel you are eligible for a guaranteed interview under the Disability Confident scheme, please complete and return the form found at the end of the Job Application document.

## **Additional Information**

Unfortunately, owing to the number of applications received, it is not possible to offer individual feedback to candidates who have not been shortlisted.

If you have not been contacted within 2 weeks of the closing date, please assume that you have not been shortlisted on this occasion and please accept our thanks for your interest.

## PERSON SPECIFICATION

The post-holder will need to demonstrate that they have the skills and experience in each of the following areas and will be required to respond to each of the requirements listed below.

### Essential

- CIPD Level 5 or equivalent experience.
- An in-depth knowledge of general HR practices and standard employment regulations including, right to work requirements, Contracts of employment, Maternity, Parental leave, etc.
- Experience of providing support to a Governing body/ Senior Officer/Director/CEO.
- Proven experience of Compliance Management, including dealing with matters connected to Health and Safety.
- An excellent capability with Microsoft Office software.
- An ability to communicate easily with people at all levels.
- At ease with handling potentially confrontational negotiations either in writing or face to face.
- Excellent written and verbal English language skills.
- Experience of managing and supporting a small highly skilled and knowledgeable team.
- Knowledge of Quality Assurance Systems.

### Desirable

- Good working knowledge of property leases, building maintenance contracts
- Comfortable with presentations to a varied audience
- A good understanding of Charities and how they work
- Good working knowledge of the Disclosure and Barring Service (DBS)

## Common Requirements that are essential for all Sefton CVS posts

### **Personal Skills**

- High levels of emotional intelligence.
- Ability to use own initiative.
- Self-motivated and resilient.

### **Communication Skills**

- To effectively communicate with different groups and individuals in various situations.

### **Interpersonal Skills**

- To be able to form good working relationships with people from a wide range of social, cultural and ethnic backgrounds to enable you to achieve your goals and also to promote the reputation of Sefton CVS.

### **Organisational Skills**

- To be able to plan and organise your own workload and manage your time.
- To be able to set up and maintain appropriate systems for the management and accurate recording of your work and the progress of others.

### **Team Working**

- To be able to contribute to the Sefton CVS team and its overall effectiveness.
- To share skills, expertise and ideas with other CVS projects.

### **Information & Communication Technology**

- Fully IT literate; to be able to use Microsoft Office software such as Outlook, Zoom, Word and Excel independently and effectively.

### **Equal Opportunities**

- To be committed to and understand equality, inclusion and diversity practice and implementation in the workplace.