



## **Job Description**

<b>Job Title:</b>	<b>Trust Compliance Officer</b>
<b>Location:</b>	Solihull Alternative Provision Multi Academy Trust, Solihull
<b>Salary Band:</b>	Band D, Points 20-26 £32,597 - £37,280 per annum pro rata, Actual Salary: £15,105 - £17,275 per annum 39 weeks worked, 44.7 weeks paid
<b>Contract:</b>	20 hours term time only, flexible working patterns can be considered
<b>Line Manager:</b>	Director of Operations

### **Role Purpose:**

The Trust is seeking a proactive and detail-oriented Compliance Officer to support the Trust, and its academies, in maintaining a high level of compliance in relation to facilities, estates, GDPR and statutory records. In this pivotal role, you will be responsible for collaborating with senior leaders and key members of staff to deliver high-quality compliance support.

The role involves maintaining management information systems relating to compliance, analysing data, preparing reports, supporting our academies and offering actionable recommendations to help drive the Trust's compliance in line with statutory requirements.

### **Key Responsibilities:**

#### **Facilities and Estates**

- Support academies in the Trust to ensure remains compliant in all relevant legal and statutory responsibilities for health and safety.
- Support trust-wide accountability and quality assurance procedures to enable compliance in a range of areas including building and estate compliance, health and safety and data protection (GDPR)
- Support the Director of Operations in ensuring that the trust, and each of its schools, meets its health and safety responsibilities in line with current legislation
- Ensure that reporting for health and safety at all levels is robust
- Secure effective arrangements for the monitoring, audit and remedial actions of Health and Safety matters
- Support the use of any online platform for collating health and safety information and reports across the Trust

- Work with Health and Safety providers to coordinate audits and FRAs and monitor outcome and actions to address Support schools in ongoing risk management and risk assessments.
- Produce and monitor a health and safety plan for training that ensures that staff, governors, trustees and members receive regular training.
- Analyse, extract and manipulate data to produce clear reports and insights for leaders and the Trust Board
- Work with Director of Operations to review and improve compliance systems and processes.
- Oversee the Trust asset register of all statutory equipment and plant to ensure the Trust is compliant with all the requirements of the regulations.
- Provide support to academy site management staff in monitoring progress against program.
- Assist the Director of Operations to ensure that Trust-wide contract renewals are fit for purpose and demonstrate value for money.

### **Data Protection**

- Promote a strong culture of data protection awareness and good practice across the Group.
- Work with the Trust Data Protection Officer to coordinate audits and the Trust register of data protection impact assessments.
- Support and review due diligence processes and Data Protection Impact assessments (DPIAs) where required.
- Oversee data protection for each academy, ensuring accurate Records of Processing Activities (ROPAs) are being maintained.
- Ensure statutory obligations for information rights and data breaches are met within required timescales.
- Provide effective oversight of data protection practices throughout the Trust to ensure compliance with statutory requirements.

### **Trust Compliance**

- Drive continuous improvement and modernisation of systems and processes.
- Ensure Trust compliance policies, systems and processes meet best practice and all compliance standards.
- Work with the Academy staff to ensure compliance analysis, KPI and reporting as required.
- Support the Director of Operations to identify and manage compliance risks, developing internal controls and systems that meet the requirements of the Trust and DfE and improve efficiency in compliance operations.

### **Continuing Professional Development – Personal**

- In conjunction with the Line Manager, take responsibility for personal professional development, keeping up to date with research and developments related to Academy efficiency, which may lead to improvements in the day-to-day running of the Trust.
- Undertake any necessary professional development as identified in the Trust Development Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the CEO, the Director of Operations or the incumbent of the post.