

Job Description

JOB TITLE:	Data and Compliance Officer
GRADE:	I
POST NUMBER:	G080200666
DIRECTORATE:	Children's
SERVICE:	Employment & Skills
RESPONSIBLE TO :	Service Tracking & Monitoring Manager
RESPONSIBLE FOR:	Administration Assistant x1
	DBS check not required This post is not politically restricted
JOB SUMMARY:	The Data and Compliance Officer plays a crucial role in ensuring the successful delivery of the Connect to Work programme. This position is responsible for maintaining data integrity, ensuring compliance with all relevant regulations and contractual obligations, and supporting accurate and timely reporting to the Central London Forward (CLF) and other stakeholders. The postholder will ensure the Connect to Work programme's adherence to all government funding regulations, fidelity requirements, local authority policies, and legal obligations, including data protection requirements. This involves managing data collection, reporting, and compliance monitoring to support successful programme delivery. Additionally, this role assists in financial administration, including tracking expenditure and preparing financial reports. To maintain programme integrity, the incumbent ensures all necessary evidence and audit trails are maintained. Furthermore, they will be required to support the Service Tracking & Monitoring Manager by providing data analysis, compliance reviews, and audit support. This role also includes supervising a data administration staff member.
ROLE REQUIREMENTS:	

	Develop, implement, and maintain data capture and reporting systems for monitoring participant progress and programme outcomes.
	Ensure data integrity and accuracy through regular audits and quality checks, addressing any discrepancies.
	Produce regular performance reports and dashboards for internal and external stakeholders, including funding bodies.
	Ensure compliance with GDPR and council policies in the collection, storage, and sharing of participant and programme data.
	Provide advice, training, and support to colleagues and stakeholders on data management best practices
	Conduct regular compliance reviews and audits to ensure adherence to Connect to Work funding requirements and local authority policies.
	Ensure all programme delivery adheres to the fidelity model as outlined by IPS Grow, including adherence to best practices and quality standards.
	Promote and represent the team as a first point of contact and at meetings and events with potential and existing clients, internal departments and external organisations.
	Ensure that a high level of confidentiality is maintained at all times and that both service provision and record storage comply with the latest data protection regulations and that these meet safeguarding requirements.
CORPORATE RESPONSIBILITIES	
	Actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach.
	Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented.
	Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups.
	Support organisational change and learning, following and implementing appropriate systems of self-development, continuous improvement, communication and engagement, quality measures, monitoring and review in delivering the functions of the role.
	Promote sustainability, including encouraging a culture of

	innovation and accountability amongst all council staff.
PEOPLE	
	Build relationships with colleagues internally and externally to engage and generate referrals and create collaborative working partnerships with staff
	Respond to and support the Service Tracking and Monitoring Manager in their day-to-day work activities as required.
	Manage and supervise the Administration Assistant, including conducting annual reviews, setting objectives, supporting professional development, addressing performance issues, and supporting their well-being and work-life balance
SERVICE	
	Ensure programme compliance by adhering to Connect to Work funding requirements and local authority policies, liaising with external auditors, funding bodies, and programme stakeholders regarding compliance matters, and developing strategies for maintaining audit trails for evidence of programme outcomes and funding eligibility.
	Manage compliance risks by maintaining comprehensive records of compliance findings and corrective actions, and by promptly investigating and resolving any non-compliance issues, escalating where necessary.
	Ensure the programme adheres to the IPS and SEQF fidelity models.
PERFORMANCE	
	Lead on the preparation for audits from relevant funding bodies, including the Central London Forward (CLF), IPS Grow, British Association for Supported Employment (BASE) or the Department for Work and Pensions (DWP).
	Collate and prepare necessary audit documentation, such as data reports, participant files, and programme evaluation reports. Support programme staff in understanding and meeting audit requirements. Work with the Supported Employment Manager to address any audit findings and implement corrective actions.
	Assist in preparing programme budgets, forecasts, and expenditure reports in collaboration with the Finance team.
	Support the Supported Employment Manager to monitor the programme expenditure to ensure alignment with the

	approved budget and funding requirements, reconcile financial records, ensure timely submission of financial reports to funding bodies.
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OTHER CONDITIONS:

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's 'My Annual Review' scheme.

Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

To undertake additional duties that may arise from time to time commensurate with the grade of the post.

Person Specification

Person Specification for the Post of		Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview
Knowledge	1. Knowledge of compliance, data management, or financial support within public sector programmes or government-funded initiatives. 2. Knowledge of data protection regulations (e.g., GDPR) and compliance frameworks. 3. Familiarity with financial principles, including budget monitoring and expenditure tracking.	E E E	A,I A,I A,I,T
Qualifications & Experience	4. Certification or trained in Compliance, Data Analysis, or Finance. Or willingness to undertake and maintain all required CPD 5. Ability to effectively use programme / project management models 6. Ability to develop a detailed understanding of the IPS Grow and	E E E	A,I A,I A,I

	supported employment fidelity models 7. Strong proficiency in data management tools and reporting software (e.g., Excel, Power BI). 8. Excellent organisational skills with the ability to manage multiple tasks and deadlines. 9. Strong communication and interpersonal skills to liaise effectively with diverse stakeholders. 10. High Attention to detail and accuracy. 11. A proactive and solution orientated approach to problem solving	E E E E E	A,I,T A,I A, I A, I A, I
Living the TOWER Values sets out the essential behaviours required of all staff.		They are aligned to the organisation's five TOWER Values	
We work TOGETHER across boundaries and with partners to achieve the best outcomes for Tower Hamlets	Building relationships Seeks opportunities to build positive relationships with people from other teams and partners	E	A,I
We are OPEN and transparent	Listening, asking & coaching Uses effective listening and questioning techniques to understand the needs of others and act accordingly	E	A,I

We are WILLING to challenge, innovate and be accountable	Being accountable Takes accountability for delivering own work, setting challenging goals for self	E	A,I
We empower each other to be EXCELLENT and go the extra mile	Being empowered Takes the initiative to improve outcomes because they can explain the difference they make	E	A,I
We RESPECT all communities, they are the heart of everything we do	Respecting diversity and being inclusive Is polite, helpful and inclusive towards people from our diverse community	E	A,I
Additional Requirements	To meet exceptional business needs a willingness to work outside of contractual hours in the evenings and weekends with notice, unless there is good reason where this is not possible. To comply with the requirement to carry out a enhanced DBS check on this role.	E	A,I