

Job Description: Talent Acquisition Compliance Specialist



Function:	Talent Acquisition
Position:	Talent Acquisition Compliance Specialist
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Talent Acquisition Governance and Compliance Manager
Additional reporting line to:	
Position location:	Hybrid – Travel required

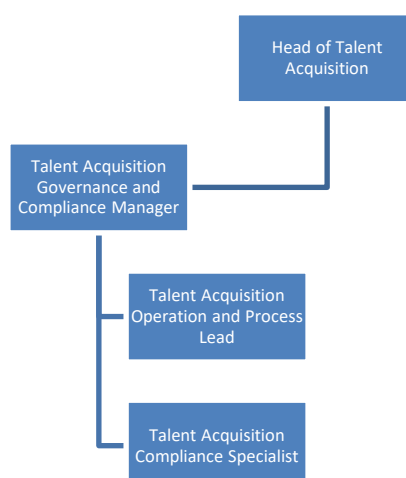
1. Purpose of the Job – State concisely the aim of the job.

Deliver specialist recruitment compliance and pre-employment assurance, ensuring required screening and vetting is completed accurately, consistently and within agreed timescales and that compliance risks are identified and appropriately escalated.

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY18:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						
Characteristics		▪ Supports recruitment compliance requirements across UK&I. ▪ Manages a portfolio of screening/vetting activity. ▪ Works across varying regulatory, contractual and client requirements. ▪ Contributes to compliance audit and assurance activity.							

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

Recruitment operates across businesses with differing screening, vetting and regulatory requirements. The role requires accuracy, specialist judgement and effective prioritisation to ensure candidates meet required standards before commencing employment.

This role operates on a hybrid basis, with travel across UK&I needed to support compliance, assurance and business activity. Colleagues will be expected to attend Sodexo/client locations for audits, assurance activity, stakeholder engagement, training and other operational requirements. Working location and travel will be determined by business, risk and service needs, with on-site attendance required.

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Manage pre-employment screening
- Coordinate vetting and compliance checks
- Conduct audits and quality assurance reviews
- Ensure adherence to recruitment policies and standards
- Manage compliance escalations and investigations
- Maintain compliance documentation and records
- Support recruiters and hiring managers with compliance guidance.
- Monitor regulatory and client requirement changes

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Accurate and timely completion of required checks.
- Achievement of compliance and audit standards.
- Effective identification and escalation of compliance risk.
- Accurate and audit-ready records.
- Consistent, high-quality compliance support.

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Experience within HR, recruitment, compliance or pre-employment screening, with good knowledge of screening and vetting requirements.
- Strong attention to detail and risk awareness, with the judgement to identify issues and escalate appropriately.
- Able to apply policies, controls and compliance requirements consistently and accurately.
- Confident supporting stakeholders with compliance queries and guidance.
- Able to manage sensitive information, casework and competing priorities with discretion and accuracy.
- Experienced using systems, data and reporting to support compliance activity.

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

■ Growth, Client & Customer Satisfaction / Quality of Services provided	
■ Rigorous management of results	
■ Commercial Awareness	

9. Management Approval – To be completed by document owner

Version	5.0	Date	02/02/18
Document Owner	Carmen Drinkwater		