

# HR Compliance Officer

**Department:** Compliance

**Reporting Structure:** Reports to HR Compliance Manager

**Salary:** £3,484 / £41,808

**Location:** Oldbury

**Work hours:** 9:00 - 17:00

## Summary:

Proffer Solution Ltd is seeking a dedicated and detail-oriented HR Compliance Officer to join our prestigious staffing and recruiting firm. In this crucial role, you will be responsible for ensuring that our organization complies with all applicable employment laws and regulations. Your expertise will guide our HR practices, helping to establish a culture of integrity and compliance throughout our organization. You will work closely with various departments to enhance understanding of regulatory policies and procedures, while proactively identifying areas where improvement is needed. The HR Compliance Officer will also play a key role in developing and implementing comprehensive compliance training programs for staff, ensuring that they are equipped with the necessary knowledge to maintain compliance in their everyday roles. Additionally, you will conduct audits, investigate compliance issues, and prepare detailed reports for management, providing them with insights into our compliance posture. Your efforts will be vital in minimizing legal risks and ensuring our firm's reputation remains intact in the highly competitive staffing and recruiting industry. If you possess a strong background in HR compliance and are passionate about promoting ethical practices within the workplace, we invite you to apply and contribute to our organization's success.

## Responsibilities:

- Monitor and ensure compliance with labor laws and regulations across all HR functions.
- Conduct regular audits of HR processes and policies to verify adherence to legal standards.
- Develop and implement training programs to educate employees on compliance issues.
- Investigate compliance violations and recommend corrective actions when necessary.
- Maintain accurate documentation and records related to compliance activities.
- Serve as a primary point of contact for compliance-related questions and concerns.
- Collaborate with legal counsel and external organizations to stay updated on changing regulations.

## Skills:

- Experience in HR compliance or staffing/recruiting.
- Knowledge of labor laws and HR best practices.
- Strong analytical skills for compliance gaps.
- Effective communication at all staff levels.
- Discreet handling of sensitive information.
- PHR or SPHR certification preferred.

## Qualifications:

- ✓ Bachelor's degree in Human Resources, Business Administration, or a related field.