
Title: Compliance Officer – External
Contract: Fixed term 4 – 6 months with potential for permanent role
Salary: £20,000 to £25,000 per annum – pro rata
Location: Central Administration Unit



Job Description

The post holder reports to the Senior Compliance Officer – NMH Team

The main contacts of the job are:

Non-Medical Help (NMH) providers, Professional Bodies, Department for Education (DfE), Student Loans Company (SLC) and other funding bodies, University/College Disability Officers, DSA-QAG trustees and associate board members.

Main Purpose of the Job

To ensure providers of NMH support services to DSA funded students comply with the standards outlined in the NMH quality assurance framework (QAF). This is achieved through a multi element programme including, self-assessment and online data submission.

Main Duties

- Conducting on site reviews of submissions and associated documentation, providing a clear and concise outcome report to providers, including auditor feedback.
- Ensure the agreed timescales for receiving responses to submission of data are actioned by providers, including self-assessment forms, audit action plans, online and onsite verification data.
- Schedule onsite verification visits in line with the agreed timescales.
- Establish and maintain effective relationships with all stakeholders involved in the DSA process.

Owner: DSA-QAG	Date: 16/10/2018	Version: 2.0	Status: Final	compliance officer - external temp v3.0
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