

Job Profile

Job Title: HR Assistant – Safe Staff Team

Job Grade: Level 2, Zone 2

Salary from: £29,873 - £32,210

About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

The Safe Staff team help ensure Camden's robust and transparent recruitment and selection process is adhered to, confirming all employees at Camden have the requisite employment checks in place including Disclosure and Barring Service (DBS) and right to live and work in the UK.

About the role

To provide a professional, proactive compliance focussed service to the organisation ensuring that services meet their statutory and legal obligations.

Example outcomes or objectives that this role will deliver:

- To ensure the professional delivery of established compliance and administrative processes to support the organisation for DBS, BPSS and RTW
- To provide advice on DBS and other statutory recruitment compliance complying with the relevant legislation and the council's legal obligations for DBS, BPSS and RTW
- To promote, facilitate and support data sharing across the council and partners that is effective, secure and compliant, including working closely with individual services to identify and advise on DBS.
- To work with colleagues and team leaders to identify areas for improvement, to ensure compliance for DBS and Right to Work levels remain appropriate within the services.
- To work flexibly across the service, providing proactive support to Internal/External users to enable them to meet their objectives.
- Use innovative and imaginative thinking to improve service delivery
- To carry out such duties as may be required by your supervisor as appropriate to the post
- Under supervision work closely with other team members to assist in a range projects and service development relating to the employee compliance process and procedure for DBS, BPSS and RTW
- To carry out such duties as may be required by your supervisor as appropriate to the post

About you

- Experience of having worked in a fast pace, customer focused environment
- Excellent organisational skills and ability to manage a day to day workload with a flexible approach to prioritising work.

- Excellent interpersonal and communication skills (written and oral) including literacy, tact and diplomacy
- Ability to work on own initiative and with minimal supervision and able to make accurate, considered judgements and decisions.
- Ability to work flexibly, balancing competing priorities and meeting deadlines whilst understanding the needs, timescales and deadlines of others.
- Deal sensitively and discretely with confidential matters with an appreciation of confidentiality requirements within the workplace
- Ability to deal diplomatically and confidentially with a wider range of stakeholders internally and externally
- Ability to identify improvements to processes and systems and to share the recommendations with the wider team.
- Experience of Employee Compliance such as DBS, Disclosure Scotland etc. is desirable

Work Environment:

The role is office based at 5 Pancras Square.

People Management Responsibilities:

None

Relationships:

The job-holder will own the day-to-day relationships with managers and employees across the organisation and including schools. The job-holder will have regular contact with the DBS service Provider, Home Office, Internal Audit and Department of Education.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine our corporate services, and we'll redefine what a career can be.

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBTQ+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG.