

JOB DESCRIPTION

JOB TITLE: Compliance Officer

LOCATION: London Heathrow Airport

REPORTING TO: I.D Pass Manager

OUR VALUES AND BEHAVIOURS

Respect - This means respecting each other, great communication, valuing contributions, respecting differences and supporting one another.

Collaboration - This is all about teamwork and remembering that we are all working towards the same goal. It's also about how we work with our clients and their other suppliers. We are one team!

Integrity - This is about being honest, reliable and trustworthy and always delivering on promises.

Innovation - This is about striving to always improve, working smarter, coming up with new ideas and having the confidence to share them. At the same time it's about embracing change.

Excellence - This is all about striving to be the very best brand ambassador, exceeding expectations to build value and give us and our clients a real competitive advantage.

Trust - This is all about being consistent, organised and reliable. It's also about doing what you say you are going to do and not promising what you can't deliver.

OVERVIEW OF JOB DESCRIPTION

The Compliance Officer will be responsible for conducting 5 year referencing checks, for the purposes of obtaining full airport ID passes for the Aviation sector of the Business. This involves administrating candidate data in line with government requirements for collating all references over a five-year period and conducting a detailed background check for each application. The opportunity will allow the successful applicant to work with our high-profile clients within aviation with exposure to working in a fast pace environment.

Main Duties & Responsibilities:

- Responsible for processing internal and external applications through the I.D. process
- Proactively communicating with internal and external applicants to ensure their references are completed with the SLA schedule (within 8 weeks of submission)
- Collating a full 5year credible history checks (may include, liaising with applicants to seek further details from the home office or government authorities)
- To be an ID signatory in all necessary locations and to manage and maintain the list of ID signatories in all areas of the business. To ensure that the post-holder and all others remain up to date and compliant with the relevant responsibilities of an ID signatory.
- Have a full understanding of UK eligibility checks inclusive of visa knowledge

- Ensure timely submission of weekly reports related of I.D. passes that have entered, are in, and are exiting out process
- Proactively highlighting applicants (internal / external) that are due to expire and managing renewals
- Effectively manage all applications from start to finish
- Adhere to Data Protection Act 1998, by managing the administration of documents
- Ensuring a commitment to data accuracy and legal compliance in line with GDPR
- Build effective relationship with the IDC and internal bodies
- Ensure GSAT and/or CTC requirements are completed by the applicant in timely manner
- Backfill to cover the Deputy ID Pass Manager as and when required

Record keeping:

Deliver a comprehensive information & product support service to managers where required through the maintenance of records of all references, screening and ID's being processed, applied for, renewed and issued. Tracking progress of all applications and ensuring the return of any full or temporary passes. To provide help and support as required with the recruitment and selection of employees in a cost-effective and efficient manner, whilst ensuring that the resourcing and succession requirements of the business are satisfactorily met.

Finance:

To be conscious of the departmental budget for staffing, provision of services such as GSAT's, CRC's, CTC's, Car Parking, stationary, postage, ID issue and return costs. Interrogate monthly invoices and act accordingly.

Other:

Participate in projects and working groups parties & carry out any other duties outside the standard remit when required, managing ongoing and/or new projects whilst ensuring delivery in the best possible way. This job description is not an exhaustive list and the post holder may be required to undertake any task reasonably requested by the management of ABM.

Person Specification:

Essential

- Highly analytical and able to understand regulatory text
- Able to find solutions to complex problems satisfying multiple projects on time
- Skilled at multiple stakeholder management
- Proactively and constructively challenges assumptions and approaches at all levels
- Displays confidence and resilience, with energy to deliver results. Makes time critical decisions effectively

- First class communicator
- Able to develop and manage relationships at senior levels

Desirable

- Business Degree or equivalent– desirable
- Excellent communication and interpersonal skills
- Experience of working within an on-boarding operation
- Experience with Microsoft Excel and Office Administration

HEALTH & SAFETY RESPONSIBILITIES

- Follow Group and company policies and procedures at all times;
- Report any apparent deficiencies in systems of work or equipment provided that may result in failure of service delivery or risk to health and safety or the environment;
- Use all work equipment and personal PPE properly and in accordance with training received;
- Report any issues or training needs to your Line manager and /or via your divisional incident reporting system;

NOTE

This job description is intended to give the post holder an appreciation of the role envisaged for this position and the range of duties undertaken. Specific tasks and objectives will be agreed with the post holder throughout the period of employment. The job description may be varied from time to time by the Company to reflect changes in the post holder's role and/or the needs of the business.

Please note that ABM are an equal opportunities employer, we do not discriminate and welcome all responses.