

Post Details		Last Updated: 30 January 2025	
Faculty/Administrative/Service Department		FHMS Faculty Administration	
Job Title		Data and Compliance Officer	
Job Family		Professional Services	Job Level3
Responsible to		Business Operations Officer	
Responsible for (Staff)		n/a	
Job Purpose Statement			
<p>The Data and Compliance Officer will play a vital role in delivering high-quality administrative support to the Faculty of Health & Medical Sciences at the University of Surrey. Reporting to the Faculty's Business Operations Officer, this position has a specific focus on managing the faculty's data and reporting requirements, particularly relating to professional accreditation requirements. They will also be responsible for coordinating payments to clinical placement providers and tracking placement tariff spend.</p> <p>The post holder will be responsible for ensuring that all necessary reports and data-driven activities are completed to a consistently high standard of accuracy. This will involve establishing robust IT tools, templates, and processes to streamline how data is collected, analysed, and presented. The goal is to enhance the efficiency, reliability, and transparency of the faculty's data management and reporting practices. They will also play a key role in ensuring the Faculty is compliant with requirements set by NHSE, the GMC and other relevant professional, statutory and regulatory bodies.</p> <p>In addition to these data-centric responsibilities, the Data and Compliance Officer will also need to demonstrate adaptability and a proactive approach to supporting the broader administrative needs of the faculty. This may include providing assistance with clinical placements, coordinating with the School/Faculty administration teams, and contributing to other functional areas as required.</p> <p>By combining specialised expertise in data management with a flexible, solutions-oriented mindset, the Data and Compliance Officer will be a crucial asset in maintaining the smooth and effective operation of the Faculty. This position requires a keen attention to detail, strong organisational skills, and the ability to work collaboratively with stakeholders across the faculty and university.</p>			
Key Responsibilities This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum)			
<div><div>1.</div><div>As an expert user of University databases and reporting systems, to provide comprehensive statistics and data for professional Accreditation & Validation processes.</div></div> <div><div>2.</div><div>Run and maintain bespoke reports tracking student and clinical placement activity. Upload these reports to external data portals to meet required deadlines, under the direction of the Business Operations Officer.</div></div> <div><div>3.</div><div>Assist with data transfer and entry related to the university's workload allocation model. Ensure the accuracy and timeliness of all data entered into the model.</div></div> <div><div>4.</div><div>Track and process placement tariff payments to clinical placement providers . Maintain thorough records and documentation to support these financial transactions.</div></div> <div><div>5.</div><div>Maintaining comprehensive financial oversight of placement-related expenditure across both University departments and external placement providers, ensuring alignment with NHS England (NHSE) tariff funding allocations.</div></div> <div><div>6.</div><div>Assist the university's data protection team in providing data for freedom of information requests. Liaise with relevant Schools or other departments within the Faculty, as well as central university administrative services, to gather and collate the required information.</div></div> <div><div>7.</div><div>Provide support for accreditation visits and faculty events to ensure their successful execution. Contribute to the planning and coordination of these events as needed.</div></div> <div><div>8.</div><div>Support Faculty Operations Board meetings, event requests and the management of actions arising</div></div> <div><div>9.</div><div>Foster positive working relationships with staff across the Faculty. Proactively offer assistance to other FHMS Professional Services teams where required, including covering for colleagues' absences or taking on discrete workloads/defined tasks during peak periods to meet business needs.</div></div>			

10. Support key student and Faculty events such as Conferences, CPD events, Welcome Week, Graduation and Open Days

N.B. The above list is not exhaustive.

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.
- Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.
- Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.
- Undertake such other duties within the scope of the post as may be requested by your Manager.
- Work supportively with colleagues, operating in a collegiate manner at all times.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy.

Elements of the Role

This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.

Planning and Organising

The post holder will operate with appropriate supervision with regards to the day-to-day planning, organising and performance of a wide-range of administrative/reporting activities. Requirements may be subject to change at short notice, therefore the post holder will also need to be adaptable and able to re-prioritise workloads and analyse issues to find effective solutions, sometimes without reference to a senior team member.

In performing their role they will need a good understanding of the timelines and priorities of other stakeholders in their area. In particular this will require knowledge of professional body timelines and process as well as the workload and responsibilities of the Business Operations Officer, Clinical Placements Team and other Faculty Professional Services teams

Problem Solving and Decision Making

Within the scope of the role the post holder will be presented with a variety of administrative issues, where the most appropriate course of action will, on occasion, be a matter of choice, influenced by prior exposure or experience. In many other instances work actions are very well defined procedurally and the post holder is able to reference and apply established policies and procedures, in order to determine a suitable course of action/outcome.

Problems experienced will sometimes be of a less routine nature and the post holder is expected to use knowledge, judgement and experience in order to present a solution to senior colleagues. The post holder must always consider the impact and consequences of the situation and advice given when considering a resolution. Where resolution is not straightforward, they should refer the matter to a senior member of the team for guidance/resolution.

Continuous Improvement

The post holder will be expected to continuously assess current processes and then have the scope to make recommendations to their line manager to take forward. The post holder will have the opportunity to work on specific projects, implementing new processes. To be effective in the role the postholder will be expected to stay up to date with the latest IT platforms and tools available and take time to learn how to use these to their maximum potential.

Accountability

This post involves no direct line management or budgetary responsibilities, although once established the post holder will act as a point of contact and provide information for other staff members, including temporary or agency staff in all areas.

Supplementary Information

This role will be predominantly based on the Manor Park campus but may also require the post holder to travel to the Stag Hill campus on occasion for Faculty or University-wide events. Hybrid working patterns can be considered, but a minimum of three days are expected on site.

Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

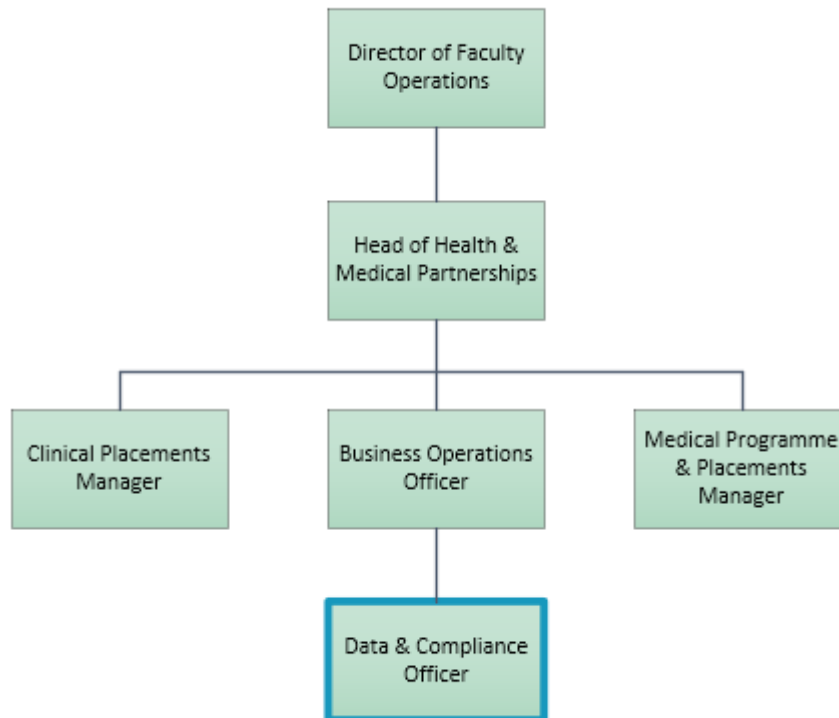
Qualifications and Professional Memberships		
Vocational qualifications plus several years relevant work experience or learning gained through work experience of a number of years. Will include short courses and other formal training.		E
Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance).	Essential/ Desirable	Level 1-3
Excellent IT skills, particularly in MS Excel, and familiarity with databases	E	2
Accuracy and attention to detail	E	2
Some relevant administrative experience	E	2
A proactive approach, with the ability to use initiative in dealing with issues as well as a flexible approach to work, able to multi-task, satisfying the needs to different groups	E	2
Experience of the SITS student database system	D	2
Customer Care experience or training	D	1
Experience of the Higher Education Sector	D	N/A
Basic awareness of the activities of the University	D	N/A
Special Requirements:		Essential/ Desirable
Annual Leave may be restricted at key times during the year.		E
Core Competencies This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade.		Level 1-3
Communication Adaptability / Flexibility Customer/Client service and support Managing & Developing Performance Planning and Organising Continuous Improvement Problem Solving and Decision Making Skills Strategic Thinking and Leadership		2
		2
		2
		n/a
		2
		2
		2
		n/a
<p>This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.</p> <p>Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.</p>		

Organisational/Departmental Information & Key Relationships

Background Information

The Faculty of Health and Medical Sciences comprises five schools, Graduate Medical School, School of Biosciences & Medicine, School of Health Sciences, School of Veterinary Medicine and School of Psychology, all working together as part of a 'One Health' vision, to provide interdisciplinary research, innovation and teaching in human and animal health.

Department Structure Chart



Relationships

Internal

This post will work primarily with the Business Operations Officer. They will also be required to work with the other professional services teams in the Faculty (Clinical Placements Team, Medical School Programme Team, Faculty/School Administration Teams) and key academic staff from the five schools. They will have some interaction with other departments across the University including the Data Protection Team, Finance and Strategic Planning.

External

- NHS and independent healthcare providers
- Professional Regulatory and Statutory Bodies