

# HR Compliance Director

<b>FLSA</b>	Exempt
<b>Employment</b>	Full-Time
<b>Manages</b>	n/a
<b>Reports To</b>	Executive Director

## Job Summary

Reliant is looking for an experienced Human Resource Compliance Director to serve in its Orlando Headquarters. This role is responsible for implementing, communicating and maintaining a corporate HR compliance program that is designed to identify risk, ensure adherence with all applicable HR related policies and legal and regulatory compliance requirements, in order to ensure a safe and healthy ministry environment for our staff and for those to whom they minister, as well as mitigating loss and protecting the organization.

## Responsibilities

### 1. HR Policy Compliance

- Maintain Reliant's policies and code of conduct for its staff, missionaries and volunteers
- Conduct misconduct and complaint investigations, preparing investigation reports including recommendations for corrective action when violations of policies or work rules occur
- Develop and oversee control systems to prevent and remedy violations of Reliant's code of conduct and other internal policies
- Develop and oversee training materials and systems designed to equip staff on the detection, prevention and reporting of misconduct, abuse and harassment.
- Revise procedures and reports periodically to identify hidden risks or non-conformity issues
- Draft, modify and implement company policies related to HR standards and compliance
- Collaborate with corporate counsel and Program departments to monitor enforcement of standards and regulations
- Assess the Reliant's future partnerships to identify possible compliance risks
- Review the work of colleagues when necessary to identify compliance issues and provide advice or training
- Keep abreast of regulatory developments within or outside of the organization, as well as evolving best practices in compliance control
- Prepare reports for senior management and external regulatory bodies as appropriate
- Advise Reliant management and/or employees on their roles, rights and responsibilities under Reliant's policies regarding anti-harassment and anti-discrimination, workplace violence prevention and other related policies

- Review pre-employment background investigations and decisions
- Prepare training materials and facilitate training seminars for managers and supervisors on compliance related functions.

## **Job Specifications**

- A profession of faith in Jesus Christ
- Agrees with Reliant's Statement of Faith, Core Values, and Code of Conduct
- Minimum of five (5) years' experience in Human Resources or HR Compliance in a leadership capacity
- Excellent knowledge of reporting procedures, documentation and record keeping
- Ability to work well with others and effectively collaborate
- Excellent interpersonal skills
- Strong written and verbal communication skills
- Ability to conduct impartial investigations and make fact-based decisions.
- Ability to discuss sensitive or confidential topics with subordinates, superiors and business partners
- Ability to read, understand, interpret and apply job-related material such as laws, civil service rules, and policies

## **Reporting Relationships**

- Reports to the Executive Director
- Works collaboratively with the Executive Team and Program Directors
- Interacts with Reliant Legal Counsel as needed

## **All Reliant Office Employees must:**

- Have profession of faith in Jesus Christ
- Affirm Reliant's [Statement of Faith](#), [Values](#) and [Central Leadership Principles](#)

## **Disclaimer**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.