

Job Description: Talent Compliance and Onboarding Coordinator

Location: London

Corporate Function: People, Culture & Talent Team

Reporting to: Head of People, Culture & Talent

Contract: Full-time, Fixed-Term Contract for up to 9 months

About Welbeck: Redefining Private Day Surgery

Welbeck is built on a simple philosophy: medical excellence without compromise. We're a growing network of specialist day-case centres setting a new standard for private healthcare - combining calm, confidence, and clinical credibility in environments designed around people, not process.

We reject the impersonal and process driven. Instead, we create refined, patient-centred spaces where consultants and teams are empowered to deliver world-class care and a seamless patient experience. Every Welbeck centre reflects our belief that excellence is achieved through partnership, purpose, and precision.

Corporate Functions: Expert Partners, Driving Performance

Our corporate teams bring deep subject-matter expertise that strengthens every part of Welbeck. They work as proactive, insight-driven partners to enable safe, efficient, and high-quality delivery across a variety of functions including finance, people, marketing and governance. Together, they create the foundations that allow our operational teams to excel and our services to thrive.

The Role: Delivering Candidate Experience Excellence

This is a hands-on, delivery focused role with a strong emphasis on compliance and candidate experience. As Talent Compliance & Onboarding Coordinator, you'll own all pre-employment checks delivering a compliant, audit ready process within a regulated environment, with accuracy and care.

Acting as the main point of contact for hired candidates, you will combine organisation, attention to detail, and clear communication to ensure nothing is missed and candidates and stakeholders feel engaged.

While the focus of the role is on high-quality delivery, you'll also contribute ideas to improve how onboarding and compliance are managed day to day, working closely with the wider talent team to strengthen service quality and efficiency.

Key Responsibilities

Compliance & Data Management

- Coordinate and complete all pre-employment compliance checks, including Right to Work, visa and immigration requirements, referencing, and regulated checks (DBS, professional registration etc) in line with legislation, healthcare regulatory requirements and our internal policies.
- Maintain accurate, complete, and audit-ready candidate and compliance records within both relevant internal folders and our ATS.
- Work with external partners who support elements of our pre-employment compliance checks process
- Data management and reporting support to provide timely and accurate overviews of progress and risk.
- Work closely with HR colleagues in payroll to ensure new starter details are accurate and timely.

Onboarding & Candidate Experience

- Manage the end-to-end candidate journey from offer acceptance through to start date, delivering a consistently high standard of service across all compliance and onboarding activity.
- Act as the primary point of contact for hired candidates, providing clear, timely, and supportive communication.
- Partner closely with the Lead for Resourcing, Culture and Communications to coordinate induction activity, joining instructions, and onboarding events to ensure a smooth first day experience.
- Capture candidate feedback to help demonstrate and improve the quality of the talent journey.

Continuous Improvement & Team Support

- Contribute practical ideas to improve efficiency, including automation and better use of systems, in partnership with the wider talent team.
- Develop your subject matter expertise to ensure Welbeck are implementing up to date practices
- Supporting and educating stakeholders on pre-employment process and delivery.
- Liaise with Talent Partners on future hire process, understanding workforce plans and timescales
- Where required, support Talent Partners with other stages of the hiring process.

About You

You bring proven experience delivering onboarding and compliance in a regulated environment. You are highly organised, detail focused and comfortable managing multiple hires at once without compromising quality. You will have a strong and demonstrable current working knowledge and delivery of UK right to work and visa/immigration processes, are a confident communicator who enjoys working closely with candidates, hiring managers and stakeholders and above all, you care deeply about service quality and take pride in delivering a positive, professional candidate experience.

You'll also bring:

- A pragmatic, solutions focused approach with the ability to balance strategic thinking and hands-on delivery.
- Strong interpersonal skills, with confidence to challenge and influence at all levels.
- High levels of discretion, integrity, and professionalism when handling sensitive information.
- A collaborative mindset and commitment to building positive working relationships.
- Background likely gained in HR for public services, regulated organisations, recruitment agencies, RPOs, or client supporting talent teams
- A commitment to equality, diversity, and inclusion, aligned with healthcare values.

Why This Role

- Be part of a newly formed talent team, designed to deliver a visible, high impact service
- Play a key role in shaping positive, measurable talent experience for new hires into Welbeck
- Help shape future process and policy, a genuine opportunity to contribute to how a service is delivered
- We are growing, not only within our flagship hospital in London but with new sites opening in 2026 in Oxford and Cambridge.

Why Welbeck

- **Autonomy & Influence:**-A leadership community that trusts your expertise to drive excellence and growth.
- **Purpose-Driven Culture:** A values-led environment where world-class clinical care and operational performance go hand in hand.
- **Growth & Impact:** Be part of a network defining best practice in day-case healthcare and delivering experiences patients genuinely remember.