

## Compliance Officer

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Company: 3173

Location: Scotland

Category: other-general

We are hiring a Quality, Risk and Audit Officer who wants the opportunity to carve out a successful role within an award-winning and growing organisation. We have a growing portfolio of clients due to our excellent reputation within the industry and we are seeking to add to our successful team with an experienced Quality, Risk and Audit officer. We are looking for someone who is motivated to make a meaningful contribution to our business and relish the opportunity to deliver high quality work aligned with their responsibilities. You will be well organised and initiative-taking, calm under pressure and have the ability to build strong relationships internally and externally as well as having the ability to work to demanding deadlines and targets. You will have the ability to communicate and positively influence and negotiate at all levels, both internally and externally. This role is perfect for an individual with experience in quality management or those that can create and refine internal processes.

**Key Responsibilities**

The successful candidate will contribute and monitor the Quality and Compliance Monitoring Plan. This includes ensuring that our plan captures the standard and clauses of ISO 9001, as well as ensuring internal audits are carried to evidence these standards and clauses.

Undertake Internal Audits across Functional areas of the Group's business processes, providing verbal and written feedback at all levels in order to facilitate maintenance of high standards and improvements in business performance.

Facilitation of external Audits, specifically for ISO 27001 Information Security and ISO 9001 Quality Assurance. This includes being the auditee for the relevant Governance and Risk sections.

Undertake Supplier Due Diligence, providing feedback to all Stakeholders in order to assess the suitability and resilience of our Key Suppliers.

Contribute to the

monitoring of an effective Business Continuity Plan/Disaster recovery plan by working with Stakeholders to update the plan and to ensure the plan is tested at least annually. Contribute to the effective implementation of our GDPR protocols, working with Stakeholders on document retention policies and monitoring the implementation of data cleansing and deletion. . Take a key role in how we record, monitor and report incidents, in order to improve the quality of recording and to identify trends via Management Information so that recommendations can be made as part of a programme of continuous improvement. Contribute to regular analysis and review of Management Information within the Risk and Audit team to identify any trends that may impact or improve compliance, quality, or other areas in the organisation and agree a plan with stakeholders to embed lessons learnt. Support all of the Group's Functions to map their processes and help with regularly reviews and updates of their processes. Contribute to the production of analysis and reporting to key stakeholders on the risks of our businesses.

**Experience Required for the Role**

A strong quality management background obtained from significant and relevant experience in a similar role. Competence and experience in implementing/assessing/monitoring ISO management standards, ISO 9001:2015 and or ISO 27001. Experience in auditing and monitoring operational processes for quality assurance purposes. Creative and analytical approach to solving problems. An eye for detail, and ability to be objective. Ability to deal with conflicting demands ensuring key priorities and deadlines are met through effective time-management. Excellent knowledge of computerised systems e.g. Microsoft Office/Windows applications. Excellent written and verbal communication skills, and the ability to influence the behaviour of colleagues at all levels in the Business. The ability to understand what will add value and what will not and the ability to tailor your approach as and when required. Experience in the financial sector, and the pensions industry in particular, would be advantageous. Previous experience in Compliance and Data Privacy is highly desirable.

**Flexible Benefits include;**

- Excellent Remuneration Package
- Flexible Annual Leave
- Flexible Working (Onsite, Hybrid)
- Matched Pension Contribution
- Income Protection and Life assurance.
- Comprehensive Private Medical, Dental Cover include Employee Assistance Programme
- Annual Health Screening
- Car Leasing Scheme
- Reserved Parking (Belfast & Manchester)
- Cycle to Work Scheme
- Annual Season Ticket

Centrally located modern offices equipped with shower facilities Great Coffee, Daily snacks, fresh fruit and weekly company lunches Social Events, Games and away days Charity Payroll Giving

Founded in 2000, 3173 has a number of serviced offices spread across the UK, with offices in Belfast,

Glasgow, London, Manchester, Birmingham, Bristol and Leeds. 3173 has several different companies within the group, including Dalriada Trustees Limited, one of the UK's largest professional pension scheme trustee companies, Mantle, an in house built software platform, and Spence & Partners, pension consultants, actuaries and administrators who provide smarter solutions for trustees, employees and members.

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