

## Job Description

<b>Post title:</b> Compliance Officer (Graduate)	<b>Post No:</b>
<b>Organisation Unit:</b> Governance, Legal and Operational Resilience	<b>Date compiled:</b> January 2020
<b>Salary:</b> £23,500 p.a.	<b>Hours per week:</b> 37 <b>Weeks per year:</b> 52

**If fixed term, state duration:** From September 2020 to September 2021

**Immediate line managers:** Legal Services Manager and Data Protection Officer / Business Risk Manager

**Designation and grade of any staff supervised by the postholder:**

Not applicable

**Job purpose:**

Responsible for co-ordinating and supporting the effective delivery of compliance and regulatory approaches across the University. This includes, but is not limited to, risk management, business continuity, data protection and freedom of information. Typically supporting the development and implementation of compliance and regulatory outcomes to promote best practice and meet specific University needs, working within the team and with key stakeholders.

**Principal duties and responsibilities:**

Co-ordinate departmental deliverables, designing and delivering activities including but not limited to: risk management, business continuity, data protection, freedom of information and other statutory requirements, to ensure compliance and regulation is strategically aligned and moves seamlessly into operation:

- Leading the development and delivery of an integrated SharePoint site for the management of compliance and regulatory matters across the two areas of the team, focussing on infrastructure and usability.
- Establishment of a process for maintaining University records required to demonstrate compliance with University and statutory authorities and provide oversight of common risks and opportunities to support the development of plans across the organisation.
- Develop more effective ways to engage with schools and departments to communicate, promote and disseminate compliance and regulatory best practice across the organisation, supporting team departmental managers in designing materials as required.
- Working with colleagues to identify and plan a full cycle of workshops, briefings and training sessions to be delivered across the organisation.
- Monitor deliverables to ensure they are on schedule, taking corrective action as necessary. Develop and maintain up-to-date records and plans.
- Co-ordinate evaluation activities and reports that demonstrate business impact and learning.
- Support the transition in approach to compliance and regulatory matters in accordance with the organisational structural changes, providing guidance on risk management, business continuity and data protection.
- Undertake research on compliance and regulatory matters to ensure that the department is able to provide high-quality advice/guidance for University staff, with the ability to summarise research findings accurately and concisely with good attention to detail.
- Develop and maintain a detailed knowledge of current working practices and developments within the working area of the role, as well as keeping up to date with new approaches and methodologies.

Representing the department to the wider university and NTU externally on matters relating to the role:

- Establishes confidence and respect for the overall department function, the role's project work and personally
- Acts as a positive ambassador and advocate of the Graduate Development Programme
- Undertakes additional required work, tasks, project and development opportunities alongside your Graduate role in conjunction with other Graduates participating in the Development Programme

Other:

To carry out other duties as and when required

**Special requirements:**

**This position is only open to Graduates of Nottingham Trent University with a degree of 2:1 or above, who have graduated within the last 2 years.**

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All staff are expected to comply with the University's Health and Safety and Equal Opportunities policies in the performance of their duties.

**N.B.** The postholder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.

<b>Job description drawn up by</b>	Kev Thompson and Tracy Landon	January 2020
<b>Approved for department by</b>	Human Resources	