

Person Specification

Post Title:	Graduate Compliance Officer	Post No:	
Organisation Unit:	Governance, Legal and Operational Resilience		
Salary:	£23,500 p.a.	Date Compiled:	January 2020

Attributes	Essential *	Desirable
Knowledge	Able to demonstrate a good working knowledge of Microsoft Office (including Office 365) products and other digital tools	Familiarity with project management process and methodologies
Skills	<p>Excellent communication skills (both verbal and written) at all levels and the ability to develop relationships quickly</p> <p>Meeting customer expectations through excellent customer focus and a solution driven approach</p> <p>Strong organisational skills with attention to detail</p> <p>Ability to influence others through negotiation</p> <p>Ability to prioritise workload, exercise judgment, and meet set deadlines</p> <p>Ability to network effectively and work collaboratively with other staff within the department and University-wide</p> <p>Analytical and decision-making skills with a clear and logical approach to work</p> <p>Ability to explain and summarise complex and technical information in clear and understandable terms</p>	<p>Ability to work proactively without supervision, exercising judgement and initiative as necessary</p> <p>Ability to lead or facilitate workshops</p>

Experience	<p>Working independently and within a team and using a solutions-driven approach to dealing with unforeseen issues in ever changing circumstances</p> <p>Experience of planning for and supporting events including meetings and workshops</p> <p>Exposure to preparing, analysing and presenting information in the form of updates or options for discussion</p> <p>Experience of managing a diverse workload</p> <p>Delivery of individual projects, working with a range of stakeholders</p>	<p>Communicating with professional and managerial staff</p>
Qualifications	<p>NTU Graduate degree of 2:1 or above within the last two years</p>	<p>Law or Business/Business Law related degree subject.</p>

*** Please note: in compliance with our obligations under the Immigration, Asylum & Nationality Act 2006, we will require to check proof of eligibility to work in the UK**

Competencies	COMPETENCY - ESSENTIAL	LEVEL	COMPETENCY - DESIRABLE	LEVEL
	<p>Team Working: Leads aspects of team work, seeking and implementing improvements to the team's outputs/service and developing colleagues within the team. Challenges colleagues.</p>	2	<p>Adaptability Willingly takes on new tasks/adopts new approaches as required as appropriate to job role. Participates in appraisal process and takes responsibility for keeping professional skills and knowledge up to date.</p>	1
	<p>Customer Focus: Works to identify customer needs. Seeks feedback and develops service delivery accordingly. Influences and develops ideas to enhance customer satisfaction.</p>	2	<p>Creativity and innovation Seeks out, reviews and integrates new ways of working into role.</p>	1
	<p>Communicating and Influencing: Communicates information effectively to a wide range of diverse stakeholders, influencing events.</p>	2		
	<p>Making informed decisions Uses analysis, reports and data to test the validity of options and assess the risk before taking decisions. Ensures optimum decisions are taken.</p>	2		
	<p>Organisation and Delivery: Plans time taking account of organisational priorities and other colleagues' work roles to achieve results.</p>	2		