

## Governance and Compliance Officer – Leeds

Salary – Up to £25,000 + benefits  
 Start date - ASAP  
 Closing date – Friday 17<sup>th</sup> May 2019

EAL have an exciting new opportunity for a Governance and Compliance Officer within the Governance and Regulations team, based at our Leeds Office.

The Governance & Compliance Officer is responsible for the operational aspects of compliance, governance and regulation from an internal perspective in terms of planning and implementing internal audits, reviews and interviews across teams to monitor compliance to the regulatory requirements on an ongoing basis. You will continuously update internal and external governance & compliance systems and procedures to ensure an effective audit trail is in place; communicating actions with centres and stakeholders as required. Developing and agreeing intervention strategies with the Compliance & Regulation Leader where required

A core activity of the Governance and Compliance Officer role is to coordinate, evaluate and document audit and review outcomes ensuring that non-compliant activity is evaluated along with the project management of action plans across teams and the communication with relevant stakeholders. You will also be responsible for reviewing and implementing improvements to documentation, processes, systems and reporting to maintain quality and compliance across teams and coordinating regulatory correspondence and appropriate responses drawing on intelligence, data and evidence to support submissions.

Knowledge/ Skills/ Experience/Qualifications/Training	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Previous experience in undertaking internal and/or external audits</li> <li>• Understanding/knowledge of organisational self-assessment</li> <li>• Experience in maintaining policies, processes, systems and guidance</li> <li>• Understanding of data protection requirements</li> <li>• Knowledge of corporate governance</li> <li>• Knowledge/understanding of quality management</li> <li>• Can critically evaluate processes and documentation</li> <li>• Excellent analytical and report writing skills</li> <li>• Highly developed IT skills, particularly in Excel</li> <li>• Critical thinking and problem solving skills</li> <li>• Proactive, able to work on own initiative and prioritise and manage own work load effectively and efficiently</li> <li>• Great attention to detail</li> <li>• Confidence in dealing with regulatory authorities</li> <li>• Negotiation and influencing skills</li> <li>• Resilience and confidence to challenge and highlight risks to quality and compliance</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working within an education and skills environment</li> <li>• Previous experience working with regulatory bodies/external audit and compliance bodies</li> <li>• Knowledge/understanding of the qualification regulators requirements in England, Scotland, Wales and Northern Ireland</li> <li>• Advanced level IT skills</li> <li>• Experience in data manipulation, interpretation of results of and reporting</li> <li>• Can collate data submissions using SAP and Excel</li> <li>• Project management experience</li> <li>• Ability to simplify complicated problems and issues communicating to staff and senior management</li> <li>• Capability to apply business context to regulatory and legal compliance challenges and actions</li> </ul>

If you are interested in this role and would like further information or an application pack, please email [HR@semta.org.uk](mailto:HR@semta.org.uk)

Thank you.

☎ 0845 643 9001 ✉ [customerservices@semta.org.uk](mailto:customerservices@semta.org.uk)

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