

JOB DESCRIPTION

Job Title: Corporate Compliance Officer
Responsible to: Director and Management Committee
Reporting to: Director
Hours: 21 hours per week

OBJECTIVES OF THE POST

To provide an efficient and effective corporate compliance service to the Association's Management Committee (Board) and Senior Management Team (SMT) and to ensure the Association complies with all its statutory and regulatory obligations.

PRINCIPAL DUTIES

Regulatory Compliance:

- Support and co-ordinate the Management Committee and SMT in maintaining an oversight of all its regulatory obligations including:
 - Its compliance responsibilities to the Scottish Housing Regulator;
 - Its compliance responsibilities to the Office of the Scottish Charities Regulator;
 - Its compliance responsibilities to the Care Inspectorate;
 - Its compliance responsibilities to the Financial Conduct Authority;
 - Its compliance responsibilities in relation to factoring and private renting activity in line with the Property Factors (Scotland) Act 2011
- Maintain Association records/registers in line with regulatory requirements e.g. member registers, code of conduct, committee members' interests, data protection etc.
- Highlight the requirements for specific events occurrences to be reported to the appropriate regulatory body (notifiable events)

- As Data Protection Officer, co-ordinate and support the Association's compliance with the requirements of GDPR.

Internal Compliance

- Internal compliance with the Association's current policy and practice.
- Co-ordinate the Risk Management review schedule and ensure records are updated.
- Responsibility to ensure compliance with the Risk Management Policy and procedures.

Project Management

- To act as a resource to Senior Managers on business improvement programmes.
- To support project managers in leading on business change.

Governance Support

- Support the Corporate Support Manager to
 - maintain official records of meetings, both electronically and otherwise.
 - Undertake appropriate post meeting actions to ensure implementation of decisions arising from meetings are in place along with appropriate forward plans.
 - Arrange training and / or networking opportunities for Committee members
 - Support the induction of new members
- Support the Chair and other office bearers in meeting their responsibilities.
- Support the Management Committee in its self assessment work including Committee appraisals, Senior Officer appraisals and self assessment against Regulatory Standards.

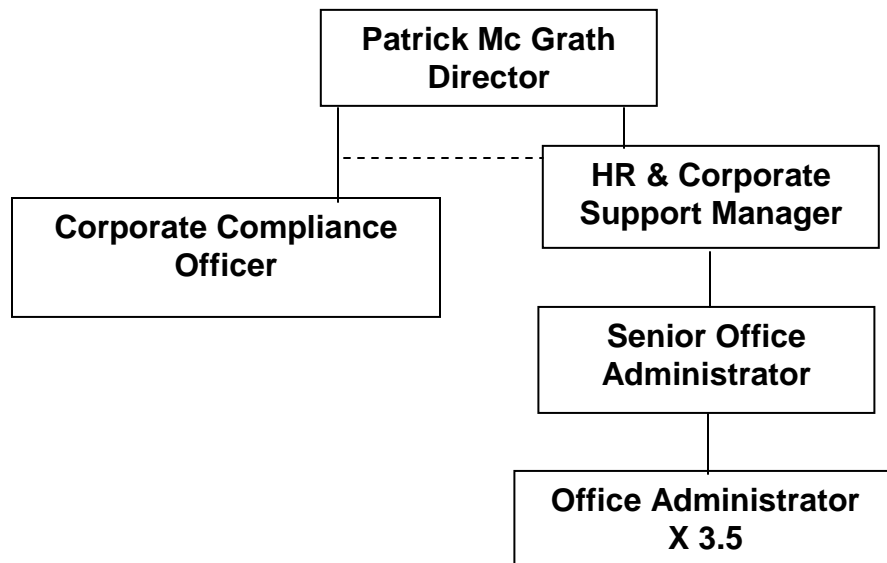
General Responsibilities

- Maintain personal and professional development to meet the changing demands of the job and participate in appropriate learning and development activities.
- Attendance at meetings or courses, including those outwith normal office hours.
- Develop effective and professional working relationships both within the Association and also with outside agencies/other RSLs.

- Carry out any other relevant duties appropriate to this post. All individuals are expected to be flexible in undertaking the duties and responsibilities attached to their job description and may be asked to perform other duties which may reasonably correspond to the general character of their job and their level of responsibility.

The job description contains the main responsibilities relating to this post and does not describe in detail all the duties required to carry them out. These duties may vary from time to time.

Position in Structure:



Reward, incentive, conditions:

EVH Grade 7 (£31,282 - £34,350)

21 hour working week over 5 days a week, Monday to Friday 9.00am – 5.00pm.

Salaried position with 25 days annual leave plus 15 days public holidays. Pro Rata

Company pension scheme.

Person Specification: separate document

Any special circumstances or planning issues:

Job Holder:

Issue Date: