

PERSON SPECIFICATION

POST: Corporate Compliance Officer

DATE: January 2018

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1.	Education and Experience	Essential	Desirable
1.1	Good general education attainments to at least HND / SVQ Level 4 standard.	*	
1.2	Degree in public policy/law or equivalent		*
1.3	At least three years in a comparable role	*	
1.4	Experience of supporting senior management and committee/board members	*	
1.5	Experience of handling and managing confidential and sensitive information	*	
1.6	Experience of managing own workload and working with limited supervision	*	
2.	Knowledge, Skills and Abilities	Essential	Desirable
2.1	Excellent verbal and written communication skills with the ability to produce reports, written correspondence and presentations to a high standard	*	
2.2	High level of computer literacy including experience of using a wide range of desk top PC programmes including MS Office	*	
2.3	A good knowledge of public policy	*	
2.4	An understanding of regulatory frameworks	*	
2.5	Detailed understanding of General Data Protection Regulations and best practice	*	
2.6	Policy formulation and implementation skills	*	
2.7	Strong organisation skills, ability to manage and prioritise a busy workload and use initiative within appropriate guidelines	*	

2.8	Knowledge of the Housing Association sector and key initiatives affecting it.		*
3.	Values and Attributes	Essential	Desirable
3.1	Motivated, enthusiastic and self-starting with a commitment and drive for organisational improvement	*	
3.2	Flexible in order to meet the needs of the service and responsibilities and committed to achieving results and hard working	*	
3.3	Committed to values of openness, accessibility, honesty, integrity and respect for all you will meet throughout your work	*	
3.4	A strong public service ethos and a commitment to community control	*	
3.5	Demonstrated commitment to continuing professional development	*	
4.	Other Requirements	Essential	Desirable
4.1	Flexible in terms of working hours – e.g. outwith normal working hours	*	