CANDIDATE SPECIFICATION



IDB TITLE Compliance Manager REPORTING TO Group Compliance Manager DEPARTMENT/SUB DEPARTMENT Compliance LOCATION Southend-On-Sea OVERALL PURPOSE Implementation and maintenance of the organisation's management systems, • To report on the performance of the management system to the Group Compliance Manager. PRINCIPLE ACCOUNTABILITIES • Identify and flow down applicable compliance requirements to the business, and suscence of Incitional audit compliance to busines management system processes, • Generate business management system performance metrics output reports by function [Key Performance Indicators (KP'3)]. • Identify functional corrective actions and manage closure, • Generate management system audits and findings, • Documented, issue and maintain management systems and processes, • Continuous improvements and lessons learned, • Perform risk assessment activities that are required by the business, • To report on the effectivity and performance of the management system as required by the Group Compliance Manager, • Establish and maintain a departmental structure that is sufficient to support compliance activities, • Ensure that the processes used to determine and manage enviews, • Ensure that all applicable staff are provided with information on the organisation's performance and future plans, principal				
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QUALIFICATIONSESSENTIALDESIRABLEGCSE (or equivalent) Maths, English and Science at grade C or above✓Recognised industry Apprenticeship✓Compliance Assurance based qualifications✓Industry recognised qualifications for management systems✓EXPERIENCE/ SKILLSESSENTIALDESIRABLEVast experience working in Aviation industry✓	 Provide assurance of functional a Generate business management Indicators (KPI's)], Identify functional corrective action Generate management system a Documented, issue and maintain Continuous improvements and left Perform risk assessment activitie To report on the effectivity and Compliance Manager, Establish and maintain a department Ensure that the processes used and employee relations are efficient and the plans, principally through formal Abide by specific internally estate encourage all employees to construct and point Work with others as appropriate to conduct its activities both lawf Contribute efforts to ensure that responsibility wherever it does b 	nudit compliance to business management system system performance metrics output reports by ons and manage closure, udits and findings, management systems and processes, essons learned, s that are required by the business, and performance of the management systems a nental structure that is sufficient to support compli- to determine and manage employee performance ective and that a close alignment with the HR are provided with information on the organisation briefing processes and reviews, ablished control systems and authorities, to lead onduct their activities in accordance with all cies, including it's health, safety and environmenta in order to ensure that the organisation has appro- fully and ethically, the organisation maintains high standards of corp- usiness, and	function [Key as required b ance activities, e, attendance, Team on suc n's performanc by personal applicable la policies, opriate system	y the Group timekeeping th matters is and future example and ws and the s to enable it
Recognised industry Apprenticeship ✓ Compliance Assurance based qualifications ✓ Industry recognised qualifications for management systems ✓ EXPERIENCE/ SKILLS ESSENTIAL Vast experience working in Aviation industry ✓	QUALIFICATIONS		ESSENTIAL	DESIRABLE
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EXPERIENCE/ SKILLS ESSENTIAL DESIRABLE Vast experience working in Aviation industry ✓	Compliance Assurance based qualific	ations		\checkmark
Vast experience working in Aviation industry ✓	Industry recognised qualifications for	management systems		\checkmark
	EXPERIENCE/ SKILLS		ESSENTIAL	DESIRABLE
Proven experience in a compliance (or comparable) role	Vast experience working in Aviation i	ndustry		\checkmark
	Proven experience in a compliance (c	or comparable) role	~	

CANDIDATE SPECIFICATION



Supervisory and / or managerial experience		\checkmark
Proficient on Windows operating system, and Microsoft Office suite	\checkmark	
Ability to adapt to change	\checkmark	
Full, clean UK driving license	\checkmark	
Ability to work independently while collaborating in a team environment	\checkmark	
Ability to work under pressure and to deadlines	\checkmark	
PERSONAL SKILLS	ESSENTIAL	DESIRABLE
Team Player	\checkmark	
Strong Work 'Can-do Ethic'	\checkmark	
Exceptional at building relationships	\checkmark	
Excellent Customer Service skills	\checkmark	
Strong attention to detail and time management	\checkmark	
Exceptional Planning and Organisation skills	\checkmark	
High awareness of Productivity and Quality	\checkmark	
Excellent Communication skills	\checkmark	
Flexibility	\checkmark	
Takes Responsibility for actions	\checkmark	
Learn, Apply and Improve	\checkmark	