

## CANDIDATE SPECIFICATION



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|--|--------------------------|------------------|
| <b>JOB TITLE</b>   | Compliance Manager       |                  |
| <b>REPORTING TO</b>  | Group Compliance Manager |                  |
| <b>DEPARTMENT/SUB DEPARTMENT</b>   | Compliance               |                  |
| <b>LOCATION</b>  | Southend-On-Sea          |                  |
| <b>OVERALL PURPOSE</b>   |                          |                  |
| <ul style="list-style-type: none"> <li>• Implementation and maintenance of the organisation’s management systems,</li> <li>• Focal resource for certification and regulatory body approval, auditing and inspections, and</li> <li>• To report on the performance of the management system to the Group Compliance Manager.</li> </ul>   |                          |                  |
| <b>PRINCIPLE ACCOUNTABILITIES</b>  |                          |                  |
| <ul style="list-style-type: none"> <li>• Identify and flow down applicable compliance requirements to the business,</li> <li>• Provide assurance of functional audit compliance to business management system processes,</li> <li>• Generate business management system performance metrics output reports by function [Key Performance Indicators (KPI’s)],</li> <li>• Identify functional corrective actions and manage closure,</li> <li>• Generate management system audits and findings,</li> <li>• Documented, issue and maintain management systems and processes,</li> <li>• Continuous improvements and lessons learned,</li> <li>• Perform risk assessment activities that are required by the business,</li> <li>• To report on the effectivity and performance of the management systems as required by the Group Compliance Manager,</li> <li>• Establish and maintain a departmental structure that is sufficient to support compliance activities,</li> <li>• Ensure that the processes used to determine and manage employee performance, attendance, timekeeping and employee relations are effective and that a close alignment with the HR Team on such matters is maintained,</li> <li>• Ensure that all applicable staff are provided with information on the organisation’s performance and future plans, principally through formal briefing processes and reviews,</li> <li>• Abide by specific internally established control systems and authorities, to lead by personal example and encourage all employees to conduct their activities in accordance with all applicable laws and the organizations standards and policies, including it’s health, safety and environmental policies,</li> <li>• Work with others as appropriate in order to ensure that the organisation has appropriate systems to enable it to conduct its activities both lawfully and ethically,</li> <li>• Contribute efforts to ensure that the organisation maintains high standards of corporate citizenship and social responsibility wherever it does business, and</li> <li>• To carry out any other tasks where reasonable and relevant, when required.</li> </ul> |                          |                  |
| <b>QUALIFICATIONS</b>  | <b>ESSENTIAL</b>         | <b>DESIRABLE</b> |
| GCSE (or equivalent) Maths, English and Science at grade C or above  |                          | ✓                |
| Recognised industry Apprenticeship   |                          | ✓                |
| Compliance Assurance based qualifications  |                          | ✓                |
| Industry recognised qualifications for management systems  |                          | ✓                |
| <b>EXPERIENCE/ SKILLS</b>  | <b>ESSENTIAL</b>         | <b>DESIRABLE</b> |
| Vast experience working in Aviation industry   |                          | ✓                |
| Proven experience in a compliance (or comparable) role   | ✓                        |                  |

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