

CANDIDATE SPECIFICATION



<b>JOB TITLE</b>	IT Compliance Officer	
<b>REPORTING TO</b>	Group IT Manager	
<b>DEPARTMENT/SUB DEPARTMENT</b>	IT	
<b>LOCATION</b>	Rochford	
<b>OVERALL PURPOSE</b>		
The IT Compliance Officer is responsible for ensuring that the company’s IT systems, processes and practices comply with internal policies, regulatory standards, and industry best practices. This role plays a critical part in minimising IT-related risks, maintaining data privacy, and supporting audits and certifications.		
<b>PRINCIPLE ACCOUNTABILITIES</b>		
<ul style="list-style-type: none"> <li>• Develop, implement, and maintain IT compliance policies, procedures, and controls aligned with regulatory and industry standards (e.g., GDPR, ISO 27001, CMMC).</li> <li>• Monitor IT systems and operations to ensure ongoing compliance and identify potential risks or control gaps.</li> <li>• Maintain accurate compliance documentation, audit evidence, and regulatory records.</li> <li>• Track, analyse, and report compliance metrics, risk indicators, and remediation progress to management.</li> <li>• Stay current with regulatory changes and assess their impact on organisational systems and controls.</li> <li>• Plan, support, and coordinate internal and external IT audits, including preparation, evidence gathering, and remediation tracking.</li> <li>• Conduct periodic compliance assessments to identify risks, vulnerabilities, and control deficiencies.</li> <li>• Evaluate and manage third-party compliance risks, including vendor risk assessments and due diligence.</li> <li>• Participate in the investigation, resolution, and documentation of IT and security incidents, ensuring corrective actions are implemented.</li> <li>• Collaborate with IT, security, legal, and business teams to resolve compliance issues and strengthen controls.</li> <li>• Deliver compliance, data protection, and cybersecurity awareness training to staff.</li> <li>• Promote compliance best practices and support a culture of security and accountability across the organisation.</li> <li>• Support out-of-hours escalations and respond to major IT or security incidents where reasonably required.</li> <li>• Travel within and outside the UK as required.</li> <li>• Maintain compliance with Health and Safety policies and contribute to a safe working environment.</li> <li>• To carry out any other tasks where reasonable and relevant, when required</li> </ul> <p>This is not an exhaustive list.</p>		
<b>QUALIFICATIONS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
ISO/IEC 27001 Foundation, Lead Implementer, Lead Auditor related certifications	✓	
Cyber certifications such as CompTIA Security+		✓
IT certifications such as CompTIA A+, Network+		✓

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EXPERIENCE/ SKILLS	ESSENTIAL	DESIRABLE
Hands-on experience managing or supporting compliance programmes, such as: <ul style="list-style-type: none"> <li>• ISO/IEC 27001</li> <li>• Cyber Essentials / Cyber Essentials Plus</li> <li>• NIST frameworks</li> <li>• EASA Part-IS (for aviation)</li> <li>• GDPR / data protection compliance</li> <li>• DFARS/CMMC</li> </ul>	✓	
Awareness of security protocols, cryptography, and security technologies	✓	
Ability to analyse risks, incidents, or compliance gaps and propose remediation	✓	
Ability to explain compliance topics clearly to technical and non-technical staff	✓	
Hands on experience of tools such as Microsoft 365 Compliance Centre / Purview		✓
Ability and enthusiastic approach to pick up new technologies and learn them	✓	
Ability to work independently while collaborating in a team environment	✓	
Ability to work under pressure and to deadlines	✓	
PERSONAL SKILLS	ESSENTIAL	DESIRABLE
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	✓	