

JOB DESCRIPTION

JOB TITLE: COMPLIANCE AND REGULATION OFFICER

Reporting to: Senior Compliance and Regulation Officer

JOB PURPOSE

To ensure compliance with the requirements of all regulators and all regulatory bodies within the Skills and Education Group.

To support the Senior Compliance and Regulation Officer in delivering, monitoring, evaluating and improving compliance processes and procedures relating to regulatory compliance.

MAIN DUTIES AND RESPONSIBILITIES

- 1 To support the Senior Compliance and Regulation Officer with compliance processes and procedures including self-assessment.
- 2 To support the day -to – day running of the compliance and regulation function for Skills and Education Group.
- 3 To support the Senior Compliance and Regulation Officer with the process of Centre Recognition and Qualification Approval.
- 4 To support the Senior Compliance and Regulation Officer with the process of Reasonable Adjustments requests and Special Considerations.
- 5 To monitor and evaluate compliance and regulation information, reporting on outputs, outcomes and any areas for continuous improvement to the Senior Compliance and Regulation Officer.
- 6 To support and advise colleagues with risk mitigation actions required when dealing with exceptional circumstances.
- 7 To support the Senior Compliance and Regulation Officer in ensuring that processes and procedures are reviewed and amended in light of recommendations, including those from internal audits and self-assessment.
- 8 To support the Senior Compliance and Regulation Officer with investigations and evidence gathering for Centre enquiries, appeals, complaints, malpractice and maladministration cases.
- 9 To support internal audits as directed by the Senior Compliance and Regulation Officer.
- 10 To carry out duties and responsibilities in line with the appropriate policies.
- 11 To maintain accurate and up to date records and provide data, as required.

12 To ensure appropriate security and confidentiality.

13 To support the exams function within the team, where required, as directed by the Senior Compliance and Regulation Officer.

RELATED DUTIES

14 To report to the Senior Compliance and Regulation Officer with recommendations to systems, processes and procedures within scope.

The above duties are not exclusive or exhaustive and the post holder may be required to carry out such other appropriate duties as may be determined by the Senior Compliance and Regulation Officer or Head of Compliance and Regulation.

OTHER DUTIES

- 1 To contribute to the operational activity of the organisation where this relates to the overall benefit of Skills and Education Group. Such activity and its scope will be jointly agreed in advance.
- 2 To ensure awareness of, and compliance with, all health and safety requirements taking reasonable care of the health and safety of yourself and other persons in accordance with the provision of Health and Safety legislation.
- 3 To exercise proper care in operating, handling and safeguarding any equipment and appliances provided and issued by Skills and Education Group for individual or collective use in the performance of duties.
- 4 To keep up to date, so far as is necessary for the efficient execution of the role, with new legislation, procedures and methods.
- 5 To participate in the Group's appraisal process and to undertake appropriate training/development to ensure up-to-date knowledge and practices are applied and maintained for the efficient and effective performance of the post and to support the Company's strategic objectives.
- 6 To uphold and promote the Group's Equal Opportunities and Diversity policies and practices.
- 7 To present an appropriate professional image on official Company business.

TERMS AND CONDITIONS

This post is subject to the terms and conditions determined by Skills and Education Group.

Feb 2023