

CPC480 - Compliance Co-Ordinator

Location	London
Reporting to	Risk & Compliance Manager
Working hours	Full time
Contract type/duration	Fixed term contract until 31/03/22
Equal Opportunities	We are an equal opportunities employer and commitment to this process will be expected
Date written	September 2021
Closing date	15 th October 2021

Purpose of role

The role requires the provision of administrative support and assistance to the Risk & Compliance Manager in respect of the rollout of Data Protection and Risk Management Frameworks across the company. This role is required to support the implementation of both frameworks, to help ensure that Connected Places Catapult employees abide by regulatory obligations and conform to best practices and professional standards, as well as meeting rollout deadlines set by the company's Audit & Risk Committee.

Key responsibilities

- Assist the Risk & Compliance Manager with the day-to-day running of the implementation plans for both the Data Protection and Risk Management Frameworks
- Diary management and setting up meetings with colleagues across the business
- Day-to-day management of the Data Protection email box
- Assist in maintaining and improving Data Protection and Risk Management policies, procedures, and training slides
- Develop FAQ's for both Data Protection and Risk Management
- Assist in the taking and typing of meeting minutes
- Assist in delivering initial information-gathering meetings with team leads
- Assist in the analysis of feedback collected during the end of each phased rollout
- Provide monthly compliance reports on rollout of both frameworks

Reporting line

The job holder will report direct to the Risk & Compliance Manager

Competencies

- Excellent IT skills, including Microsoft Office, Excel, Word, and SharePoint
- Ability to develop and maintain a good relationship with internal teams
- Excellent analytical and organisational skills, ability to prioritise work load and meet tight deadlines
- Demonstrated effective verbal and written communication
- Excellent interpersonal skills and proven ability to work effectively as part of a team
- Ability to work under own initiative in line with roll out implementation plans

To apply for this role please email us on jobs@cp.catapult.org.uk with your CV and covering letter attached quoting the ref: **CPC480**