

Job Role Compliance Officer

THE PURPOSE OF THE POSITION

To ensure that DU₃A functions in a legal and ethical manner

Ensure that DU₃A conducts its business in full compliance with relevant national laws and regulations and national U₃A policies.

RELATIONSHIP WITH THE COMMITTEE

Liaison with the Chair, Secretary and Communications officer on matters relating to compliance.

OUTSIDE AGENCIES

U₃A nationally with regard to their policies and procedures
Charities Commission

DUTIES AND RESPONSIBILITIES

- 1 Review, update and maintain policies and procedures
- 2 Maintain regulatory knowledge as relevant to DU₃A
- 3 Educate the committee and other relevant members in matters relating to compliance which relate to them
- 4 Review and audit practices to ensure compliance with policies and procedures.
- 5 Devise corrective action plans where indicated.
- 6 Review risk assessment tools to ensure they meet the requirements of our insurers.

KNOWLEDGE AND SKILLS

- Excellent communication skills
- Problem solving
- Conflict management
- Attention to detail
- Integrity
- Ability to interpret data

GENERAL COMMITTEE RESPONSIBILITIES

None