

JOB TITLE	Compliance Manager
DEPARTMENT/TEAM	Group Risk and Compliance – Compliance Team

OUR HISTORY

Hansard Global Plc is a listed company on the London Stock Exchange since 2006. The focus of the Hansard group is the international sale of life assurance products with a primary focus being on unit-linked products to ex-patriate customers based in various countries around the world. There is a truly global feel to Hansard, with a workforce based across the Isle of Man, Ireland, Malaysia, and Japan working together to achieve our goals.

Please visit [Hansard.com](https://www.hansard.com) for further information.

THE ROLE

The Compliance Manager is a leading and proactive role, responsible for the effective functioning of the Group Compliance Department and working with colleagues across the Group to support and promote compliant practices, behaviours and culture on a continuing basis.

The Compliance Manager will hold DMLRO status and controlled function responsibilities and will be required to uphold the requirements and objectives of fitness and propriety as outlined by the Group Policy Framework.

KEY RESPONSIBILITIES

- Proactive leadership of the Compliance Department to build and maintain positive, collaborative relationships across the Hansard Group.
- Management and co-ordination of the day-to-day activities of the Compliance Department, in line with overarching policy and regulatory objectives.
- Ownership, development, management and maintenance of effective, fit for purpose compliance frameworks, which guide and define organisational practices and behaviours, and which provide a clear context for business decision-making
- Positively influence compliance culture and practices across the Hansard Group
- Development and delivery of an adequate and effective compliance monitoring programme which is co-ordinated with third line assurance service provision in order to maximise business value.
- Working with business colleagues to positively influence good customer outcomes supported by compliance analysis of relevant processes, behaviours and procedures, proposing and supporting effective change, where needed
- Championing the core values of the Group in respect of both performance and behaviour and contributing to continuous improvement
- Maintaining oversight of regulatory submission obligations throughout the course of the financial year ensuring regulatory obligations, timings and deadlines are fully met
- To support and be committed to the continued development and implementation of corporate strategies and policies, as they relate to the organisational agenda generally and specifically in relation to: -
 - Risk management and internal control
 - Continuous compliance with obligations and quality assurance of performance
 - Corporate governance and probity
- Provision of training, education, consultancy and support services to Management and staff as necessary / required or agreed.
- Supporting and providing cover to the MLRO and where necessary providing AML training and awareness sessions

PERSONAL AND PROFESSIONAL REQUIREMENTS

SKILLS AND EXPERIENCE	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
A highly competent and appropriately qualified professional with a minimum of 5 years' experience in a senior compliance role and a proven track record in managing staff	Essential	CV
Substantive knowledge and understanding of sector specific legal and regulatory frameworks with the ability to understand, assess and effectively communicate the impact of changes and developments in the local and international environment	Essential	CV/ Interview
Good understanding of the existing data protection legislation and the implications of GDPR with the capacity to oversee the design and implementation of adequate and appropriate governance arrangements	Essential	CV/ Interview
Good working knowledge and understanding of risk management, internal control and corporate governance principles and practices	Essential	CV/ Interview
Demonstrates an understanding of and upholds the principles of ethics and integrity	Essential	Interview
Working knowledge of fraud risk and the appropriate means for detection, investigation and prevention	Essential	Interview
A good understanding of the role, scope and objectives of assurance providers in a financial services environment	Essential	Interview
Keen to develop and exploit effective working relationships and advocate the work of the GRC Department to other business areas	Essential	CV / Interview
Effective communicator – both orally and in writing to a wide range of audiences	Essential	CV/ Interview
Able to apply tools and techniques relating to research and investigation, process and project management, risk and control, data collection and analysis and problem solving	Essential	CV/Interview
Remains calm under pressure and resilient to the demands of a busy and challenging environment	Essential	CV/ Interview
Competent in Microsoft applications: Including Word, Outlook, PowerPoint, Excel and Sharepoint	Desirable	CV/Interview

OUR VALUES AND BEHAVIOURAL COMPETENCIES

We are passionate about how we do things at Hansard and in supporting an environment where our people can thrive.

Built around our core values of **Respect, Integrity, Quality, Trust** and **Innovation** and guided by our behavioural competencies, it's important that you play your part in supporting our Culture and execute your key responsibilities in line with these Values and Competencies.