

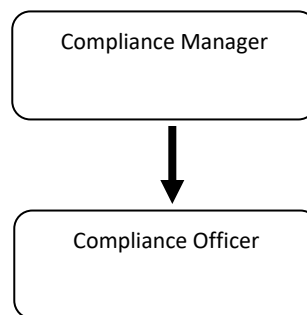
## Compliance Officer JOB DESCRIPTION

Job title: Compliance Officer

Pay Band 5

Department: Compliance

Reporting  
Structure:



Staff  
reporting to  
postholder:

None

Main  
purpose of  
job:

Management of the ISO 9001 Quality Management System (QMS) and ISO 14001 Environmental Management System (EMS), including ensuring the performance of the QMS/EMS is reviewed at planned intervals for its continuing suitability. Conducting, scheduling, and managing the QMS/EMS internal audit program. Provide induction, training, and guidance to all staff on the requirements of the QMS/EMS.

Main duties  
of  
postholder:

Scheduling and conducting of internal audits (quality, environmental & health & safety, regulatory) in accordance with ISO 9001/ISO 14001 and regulatory requirements.

Ensure that processes needed for the Quality Management Systems (QMS) & Environmental Management System (EMS) are established, implemented and maintained/improved (i.e change controls, CAPAs, approved suppliers)

Ensure document control procedure is adopted to approve, review and update all changes to critical documents including the Group's Risk Assessments within the scope of the QMS/EMS and enable all staff to access documents.

Ensure that records are established and maintained to provide evidence that the QMS/EMS is being followed and that there is a system in place for the identification, storage, protection, retrieval, retention time and disposition of such records.

Provide induction, training and guidance to all staff across the Group in the requirements of the QMS/EMS including training of the internal auditors.

Liaise with the external assessment body on all matters related to the external accreditation process to ensure external accreditation is maintained as this is required across the Group for grant/study applications.

Providing support to staff on Quality Management Software (Q-Pulse).

Ensure that all suppliers used by the organization are selected, evaluated, and re-evaluated, and assessment records are maintained in accordance with the QMS/EMS.

Analyse data on the effectiveness of the QMS/EMS and evaluate where continual improvements of the QMS/EMS can be made. This shall include data generated as a result of monitoring and measurement and from other relevant sources

Maintain the equipment register database.

Report to the Compliance Manager on the performance of the QMS/EMS (including issues/improvements).

Support Compliance Manager with other compliance requirements (e.g. Climate Change Reporting, GDPR, Waste Management) as required.

Responsibility for maintaining/developing QMS/EMS intranet web pages.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Attainments:</b>	Degree in Science	Biological expertise across scientific disciplines (e.g. bacteriology, virology etc).
<b>Experience:</b>	Sound knowledge of ISO 9001, ISO 14001 or other quality standards	Experience of ISO 17025 UKAS accreditation or other quality standards
		Experience in a similar role
	Quality Management System Auditor/ Environmental System Auditor	Lead Auditor qualification and or a minimum of 3 years auditing experience
	Use of Quality Management Database (e.g Q-Pulse)	
	Use of common IT packages including Microsoft Office Outlook, Word, Excel (intermediate).	PowerPoint
<b>Skills:</b>	<p><b>Communication</b> - excellent interpersonal and communication skills when dealing with a wide range of managers and staff</p> <p>Ability to provide verbal communications to staff, visitors, collaborators or clients.</p> <p>Ability to write detailed and accurate audits and reports including investigations, Standard Operating Procedures/Risk assessment</p>	
	<p><b>Managing relationships</b> – ability to deal with a wide range of people with tact and diplomacy</p> <p>Able to build and maintain effective working relationships with a range of people.</p> <p>Able to coach, mentor and train others as appropriate.</p>	

<b>Other skills</b> (please specify)	Ability to deal with difficult and emotional people	
	<b>Team working</b> - ability to work flexibly and effectively as part of the team.	
	<b>Resilience</b> - strong ability to work with ambiguity and constantly changing set of circumstances and issues.  Able to remain calm and effective under pressure	
	<b>Confidentiality</b> – awareness of the importance of confidentiality.	
	<b>Planning and organisation</b> - able to prioritise and plan activities taking into account deadlines and resources.  Ability to deal with increased workloads at short notice.  Able to plan and organize to optimize use of resources.	
	<b>Decision making</b> – able to take independent action where necessary in line with policies and procedures	
	<b>Flexibility</b> – ability to adapt and work effectively with a variety of situations, individuals or groups.  Able to understand and appreciate different and opposing perspectives on an issue and to adapt an approach as the situation changes	
<b>Other requirements</b> (please specify)	<b>Strong analytical and problem-solving skills</b> – to identify root causes of issues and implement effective solutions	