

**REGULATORY COMPLIANCE CO-ORDINATOR
EMPLOYEE SPECIFICATION**

	Attributes	Criteria	Rank
1	Education and Training Attainments	Relevant Degree Certificate/Diploma in Compliance	Essential Desirable
2	Relevant Experience	Minimum of two years' experience in a similar working environment. Experience of compliance, risk management, internal audit functions, dealing with regulator(s) Understanding of and experience of working with partners	Essential Essential Essential
3	Knowledge and Skills	Computer literacy with experience that includes word-processing, spreadsheets, presentation packages, e-mail, electronic schedulers and internet. Ability to work with accuracy and attention to detail and within deadlines	Essential Essential
4	Special Aptitudes	Possess good verbal and written communication skills, have the ability to compose letters, memos and reports Ability to be self-motivated and work on own initiative and also be part of a team The ability to handle sensitive and confidential information The ability to deal with problems/enquires in a diplomatic and sensitive manner. A high level of organisational skills and the ability to prioritise workload and meet deadlines Possess commitment to deliver a high quality customer focused service The ability to identify opportunities for continuous improvement, evaluation of options.	Essential Essential Essential Essential Essential Essential
5	Additional Factors	Willingness to work outside normal office hours on occasions	Essential

		Full, clean driving licence and daily use of car. Where prevented from this due to a disability the candidate must be able to demonstrate how they will meet the mobility requirements of the post.	Desirable
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