Downloaded from <https://www.velvetjobs.com/job-descriptions/business-compliance>

# Example of Business Compliance Job Description

Our innovative and growing company is looking to fill the role of business compliance. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for business compliance

* Oversight and Coordination (Commercial Operations guidance) of EFPIA and other relevant and changing local pharma promotional codes
* Providing Procurement with support for the contractual elaboration of contracts and offers
* Facilitating/supporting face-to-face compliance training to employees, keeping a log of all compliance training
* Conduct internal investigations in coordination with L&C (Compliance Issue Visibility and Response, local investigations into alleged Compliance breaches)
* Owns IT relationship with the Compliance and Ethics organization
* Responsible for the strategic planning of digital capabilities for Compliance and Ethics organization
* Partner with the Compliance and Ethics organization to drive the adoption of digital capabilities by effective business process design, change management, end user training
* Accountable for the effective management of Compliance and Ethics organization aligned IT assets throughout their lifecycle
* Coordinating and participating in compliance audits and regulatory exams, supporting Independent Compliance Testing efforts managed through the Enterprise Compliance Risk Management group
* Partner with Patient Value Units for their EMEA activities and embedding compliance "by design" in their activities

## Qualifications for business compliance

* Ability to identify and interpret stakeholders needs and requirements, IT response, articulating in such a way that both the client and IT development teams are able to clearly understand each other
* Although strong architecture knowledge and expertise is required, the role requires this to be applied via oversight of the dedicated data architect, critically reviewing and challenging output
* Capable of providing critical analysis of business requirements documents and test plans
* Provide thought leadership for team when tasked with performing analytical assessment of data-sets and information flows across an extensive range of business types and systems
* Excellent communication skills (ability to listen, explain to, and influence stakeholders)
* Exposure to Architectural frameworks such as TOGAF