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# Example of Compliance Lead Job Description

Our company is searching for experienced candidates for the position of compliance lead. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for compliance lead

* Developing procedures for the Operating Companies and recommend internal controls to ensure processes and procedures are meeting prescribed goals and objectives
* Coordinate SSC audits (internal and external)
* Ensure all audit issues identified are monitored and closed on time
* Drive regular Controls Best Practices and ICSAT Internal Control Self Assessment and ensure action plans are defined and implemented to close identified gaps
* Plan, manage and monitor Risk Management & Compliance structure, staffing, methods and procedures to achieve goals and objectives
* Develop and lead a strong Risk Management & Compliance team to deliver the right service to all internal and external stakeholders
* Lead the company in sustaining and improving its Information Security Management System (ISMS), and maintenance of its ISO27001 certification
* Execute follow-up activities for new or changing regulation gap closure, health authority observation commitments, internal audits, supplier audits, and computerized system periodic reviews including verification of remediation commitments, documentation of results, reporting on follow-up status, and escalation of any identified risk
* Provide compliance support to innovation initiatives and key projects
* Partner with stakeholders to assess, develop, and implement solutions that enable compliant innovation

## Qualifications for compliance lead

* Strong business partnering, gap analysis, problem solving, and analytical skills
* University degree in IT, finance or related field or equivalent with professional certification
* Minimum 7 years of experience working in a Quality role in the pharmaceutical or biotechnology industry
* Minimum 8 years in Technology, experience of working for a large enterprise
* Experience with FDR initiatives (audits, monitoring events, ) and ensure retention of proper documentation is desirable
* Bachelor’s Degree in Business, MIS or related field or equivalent governance and compliance experience