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# Example of Compliance Senior Manager Job Description

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

## Responsibilities for compliance senior manager

* Prepare and circulate any incident reports as required and where applicable give an estimated cost or time frame for the resolution of breaches in compliance
* Produce management reports as required or requested
* Liaison with, and offer strategic direction to, related governance functions (Physical
* Security/Facilities, Risk Management, IT, HR, Legal and Compliance) including senior and middle management throughout the organization
* Lead the design, implementation, operation, and maintenance of the Information Security Management System based on the ISO/IEC 27000 series standards and SSAE SOCR
* Form a “Center of Excellence” for information security management and compliance
* Lead or commission the preparation and authorize the implementation of necessary information security and operational policies, standards, procedures and guidelines, in conjunction with the Security Committee
* Leads information security risk assessments and controls selection activities
* Create, communicate and maintain policies to reflect new or changing regulatory/industry standards or corporate developments
* Assess various investment strategies for adherence to applicable fund rules and regulations

## Qualifications for compliance senior manager

* Demonstrated leadership ability to drive Ethics & Compliance strategy
* Capable of managing multiple projects simultaneously and providing effective compliance support and guidance to all functions and individuals within the corporate structure
* Excellent database skills with the ability to design, analyze and reconcile large data sets
* Experience in conducting compliance audits related to U.S. Foreign Corrupt Practices Act (FCPA), U.K
* Minimum of seven years working in a quality management role in a regulated industry with progressively more responsibility, preferably with the medical device industry
* Documented knowledge of quality system requirements for medical devices (FDA, ISO )