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# Example of Lead-Compliance Job Description

Our innovative and growing company is looking for a lead-compliance. 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 lead-compliance

* Execute existing interpretations of regulatory requirements and quality standards
* You will be the lead for Regulatory visits (Kosher/Halal/Trading standards) and external Quality & Food Safety Audits, addressing any actions and communicating them
* As a people manager you will ensure total employee involvement – Building capability with your team, 100% Performance Development Plans in place, Compliance to standards , performance management and adherence to our Quality & Food Safety Pre Requisite Programmes
* Responsible for NCQA compliance and documentation for specific NCQA standards (as related to Appeals and Grievances)
* Acting as the point of escalation for a vendor team of analysts to surface policy queries, technical issues and potentially disruptive operational issues
* Oversight of a growing vendor team to ensure that TATs and SLAs are maintained
* Supporting the scaling of operations through diligent resource planning, volume forecasting and upstream risk management
* Apply analytic techniques to complex information sets in order to make logical and supported recommendations
* Consistently seeking operational efficiencies through process enhancements and policy improvements
* Maintain documented policies, flowcharts and desktop procedures

## Qualifications for lead-compliance

* General working knowledge of IT processes, risks, and controls in the computer operations, system development, change control, and security functions
* Knowledge and experience with Sarbanes-Oxley (“SOX”) and risk-assessment practices, and identifying and testing IT General Controls (“ITGCs”) in a variety of technical environments, including mainframe, Unix, Windows, Oracle databases, SQL databases
* Ability to interpret and clearly document IT threats, risks and impacts to all levels of the organization
* Performs audits of protocols, study phases, raw data, amendments and final reports of non-clinical, analytical and bioanalytical studies conducted in compliance with international and domestic GLP and OECD GLP regulations (in-house and multi-site as applicable), Study protocols and Procedural documents
* Uses discretion and independent judgment in providing recommended corrective actions to management and key study personnel
* Independently perform qualification audit of subcontractors