



Example of Senior Compliance Manager Job Description

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Our growing company is looking for a senior compliance manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for senior compliance manager

- Ensure all readings logged, within paperwork, are with acceptable parameters or tolerances where applicable
- Make sure all related paperwork is stored in the designated location
- Take the lead, with assistance from the Engineering Managers, with the dissemination of good working practises or changes of legislation where applicable
- Be responsible to ensure that sub-contractors Risk Assessments and Method Statements (RAMS) are reviewed and fit for purpose
- Giving feedback on findings
- Take responsibility to ensuring you have the correct levels of access to IFM's Computer Aided Facilities Management (CAFM) system for you to carry out the audits required to ensure compliance
- Monitor and report the progress of any corrective action notices you have issued to either our subcontractors or Operatives/employees
- Analyse data from CAFM system to determine audit programmes, trends and to predict possible future performance/delivery issues
- Maintaining your technical knowledge by keeping up-to-date with changes to ACOPS and legislation
- Carry out in process audits on PPE, equipment, work areas and paperwork

Qualifications for senior compliance manager

- MA or MS degree in Information Technology or a related field
- Experience with assisting or managing QA audits and inspections interfacing with regulatory agencies
- Incumbent will travel out of office approximately 50% of the time depending on business needs
- Oversight of the regulatory change management program for institutional rules for the Compliance department
- Distill and communicate key industry news to executive leadership as needed