

Forward thinking
Straight talking



JOB SPECIFICATION

Gateley /

POSITION:	Compliance Officer
LOCATION:	Birmingham
CONTRACT TYPE:	Permanent

The *role*

Do you want to flourish in a forward-thinking, straight-talking environment? Do you want a role in a successful team where you will be surrounded by passionate problem solvers? Why wouldn't you? Being part of Gateley is not just about the expertise that you bring; it's about attitude too.

As our Compliance Officer you will work closely with other Professional Regulation and Standards colleagues to promote clear understanding of compliance requirements and support best standards of compliance across our business.

Reporting to the Head of Professional Regulation and Standards and the Regulatory Manager, you will support our Risk & Compliance team and the wider business as required.

Key Responsibilities:

- Contribute to keeping our policies, controls and procedures relevant and up to date;
- Support the business with queries and build relationships proactively.
- Escalate issues and concerns to the wider Professional Regulation and Standards team and share recommendations and ideas;
- Prepare training materials, updates and communications to the business to promote compliance, both with support and using own initiative;
- Help with accreditations (Lexcel, ISO, CQS);
- Help maintain clear and accurate records to evidence risk mitigation and decision making;
- Support with general administration, including preparation of agenda, information packs and minutes;
- Support our CMI teams and Internal Audit function if needed;
- Develop an understanding of and keep up to date with legal and regulatory requirements applicable to compliance in our business (our regulators include the SRA and other legal regulators, RICS and IPReg); and
- Maintain confidentiality in respect of our business and clients at all times.

The *team*

We are providers of professional legal services and must maintain the trust that our clients and the public place in us. Our compliance with legal and regulatory requirements, industry guidance and best practice underpins everything we do. Responsibility for risk management and compliance is shared by everyone in our business and nobody is left to manage this alone. We have a dedicated Professional Regulation and Standards team to support our people and provide guidance on risk and compliance related matters.

Professional Regulation and Standards is a growing team in the business covering a very broad range of activities to support the business operated within its regulatory frameworks. The team is motivated and ambitious to develop its proposition and looking for like-minded individuals to work with.

The *person*

The successful candidate will be able to demonstrate the following:

- Excellent oral and written communication skills, with the ability to produce clear, well drafted communications and documents;
- Excellent organisational skills, with the ability to prioritise and be flexible and work to tight deadlines, whilst maintaining quality and attention to detail;
- Well-developed team working skills;
- Strong IT skills (Excel, Visio, Powerpoint, High Q etc);
- Some knowledge of legal and regulatory requirements applying to professional services businesses;
- Experience of working in a professional services business and with policies and procedures would be an advantage (law firm, surveying business or with a relevant regulator);
- Ambitious for success, with a strong sense of initiative, a positive can-do attitude and willingness to learn.

The *benefits*

With support, coaching and feedback from some of the most engaging colleagues around our great development and progression opportunities will reward your commitment and loyalty. We offer a competitive remuneration package where you'll be rewarded for your individual performance with an opportunity to receive an annual bonus.

In addition, we have a wide range of learning and development opportunities via our Learn platform to develop new skills and progress your career. Our My Flex comprehensive rewards package includes options covering annual leave (and the benefit of purchasing extra days), cycle to work, critical illness benefit, employee assistance programme, group personal pension, health care, season ticket loan and many more benefits (grade dependent). Finally, with Perks At Work/Home you can select a host of retail benefits that suit your needs alongside a Community Online Academy, free courses for all from fitness to coding to languages to hip hop dance.

We are *Gateley*

We are forward thinking and straight talking, our approach is to find solutions to the problems that our clients face. Gateley is a legal and professional services group, we are a group of formidable experts in all areas of law and business. Passionate problem solvers, we get our kicks from finding the right answers and getting our legal and business clients where they need to be. We support more than 5,700 active clients, ranging from FTSE 100 companies to private individuals, in the UK and beyond. Being part of Gateley is not just about the expertise that you bring; it's about attitude too.

The 'Gateley Story' is the story of our people and our culture. It is what has got us to where we are today as a successful business and it's the driving force behind the Gateley Team Spirit and the values that have shaped it. We have a set of shared internal values that capture what the Gateley Team Spirit is and this includes five elements that bind us all together as one Gateley: Ambitious for Success, Forward Thinking, Room to Breathe,

Trusted to Do and Working Together. Every year across the group, we recognise members of our team that have gone and above and beyond and have lived these shared values. They are recognised at our annual Gateley Team Spirit awards.

Diversity, inclusion and well being

Diversity, inclusion and well being is an important part of Gateley's culture and values. We recruit talented people from a diverse range of backgrounds and cultures, providing equal opportunities for all to join our team regardless of age, sex, race, sexual orientation, disability, or culture.

We create an exciting and rewarding place to work that aims to fulfil everyone's potential and together to achieve personal and business goals. We offer flexible working patterns to help our staff achieve a good work/life balance and we encourage candidates seeking flexibility in their next role to apply for any of our vacancies.

We are proud to have been recognised by The Law Society as gold standard for our Diversity and Inclusion Charter and to be Stonewall Diversity Champions.

Additional Information

If you are successful in receiving an offer of a role with our company a variety of pre-employment screening checks will be completed. Our screening checks can include but are not limited to your eligibility to work, professional and academic qualifications, any criminal records, your financial stability and references from previous employers. The screening that takes place will be relevant to your role and will vary from role to role.



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