

## CAREER OPPORTUNITY

### JOB TITLE:

**Compliance Manager**



### Background

Guided by our shared values, we all take pride in everything we do, working as one team with a shared vision to deliver the highest standards to our customers. We work in a fast moving ever-changing environment, so we are constantly looking at driving improvements to stay ahead of our game. There is a real passion to innovate across the whole Agilitas team, whether that be to improve our internal processes for our colleagues or simply make the customer experience a more pleasurable one! Our core PRIDE values (Passion, Respect, Innovate, Deliver, Embrace) unite the Agilitas team and ensure we remain focused and consistent in everything we do.

### The Opportunity

The Compliance Manager will have responsibility for our existing ISO accreditations: (Quality 9001:2015; Environmental 14001:2013; Information Security 27001:2015) and will interact with external auditors on matters related to audits of the organisation's internal controls and assess potential information security breaches and will work closely with all areas of the business performing internal audits to ensure continuous improvement.

You will be responsible for ensuring compliance with all certification frameworks, maintaining, and achieving appropriate ISO certification and contributing to the sales bid process, ensuring that all policies and procedures are up to date and implemented.

Experience within a similar role is essential, with ISO, GDPR and risk assessment knowledge, demonstrating an understanding of developing a strong information security and compliance culture. Candidates will have effective management and leadership skills, with the ability to prioritise to meet deadlines and achieve objects with strong analytical skills. A good understanding of security certifications is essential.

### Essential Qualifications, Skills & Experience

- Proven management skills in delivering projects on time and within budget
- Proficient in Microsoft Excel, Microsoft Teams and Sharepoint
- A background of working with IT Infrastructure
- Track record with ISO Accreditations and audits
- Accuracy and high attention to detail
- Self-motivated, positive and proactive attitude
- Able to follow instruction and work as part of a team or independently
- Excellent organisational/planning skills

### In Return

As well as being a great place to work with a friendly and helpful team, we offer the following benefits:

- Standard 22 days holiday + bank holidays (increasing to 25 days with service).
- Additional ½ day birthday holiday
- Ability to 'earn' an additional 4 days per annum if you win quarterly awards based on the company PRIDE values.
- Cycle to Work Scheme.
- Death in service (2 x salary).
- Access to Medicash Cash Plan – cash back towards everyday healthcare bills and a wide range of other wellbeing benefits, unlimited access to virtual GP, 24/7 employee assistance programme, retail discount scheme.
- Regular away days and social events.
- Quarterly and annual awards.
- Invitations to award ceremonies and partner events.
- Dress down Fridays.
- On site parking available.

We are based in Nottingham at Glaisdale Parkway which is situated on the west side of Nottingham located approximately 4 miles to West of the City Centre via the A609 and 4 miles from the M1 with convenient access to junctions 25 and 26. The area is very well connected for public transport with numerous bus routes in close vicinity.

