

Careers at Certsure

Compliance Officer

Location	Remote, with requirement to attend our offices
Salary	Circa £40,000 with excellent benefits
Contract	12 months, fixed term contract
Hours	Full-time

What we're looking for

- Do you enjoy collaborating with colleagues across different areas of the business?
- Have you obtained the UK General Data Protection Regulation Practitioner certificate?
- Do you bring experience in Quality Assurance and/or Environmental Management?
- Are you skilled at influencing people and driving organisational change?
- Have you pursued continuous professional development and hold a relevant professional body membership?

About the role

We have an exciting opportunity for a Compliance Officer to join our Organisation on 12 months, fixed-term contract.

The main purpose of the role is to ensure the activities of Certsure accredited or not, are conducted in compliance with the appropriate criteria. To monitor the quality of those activities, through collaboration and auditing as well as support Risk Management across Certsure.

You will ensure Certsure's activities are designed and operated in compliance with certification body, regulatory requirements, and data protection rules, confirming through Internal audit and continuous support to the business that product requirements are accurately met in all of Certsure policies, scheme rules, procedures, assessment process, registration requirements and in continuing professional development.

You will work closely with the Technical Director, Head of Standards and other departments as required, to enable Certsure to achieve its strategic vision of Technical Integrity with accessible products and services supported by embedded robust quality and risk management systems.

As a Compliance Officer at Certsure, you'll collaborate with external organisations, ensuring adherence to accreditation, process, and product criteria. You'll drive ongoing enhancements to our Quality Management System, recording and reviewing evidence of corrective and preventive actions. Conducting effective internal audits, you'll provide accurate performance reporting.

Additionally, you'll advise on quality system improvements, data protection, and risk management, actively engaging with internal and external stakeholders.

Your role extends to supporting employees in understanding quality and risk management, serving as the main point of contact within the organisation. By presenting compliance and risk information in certification committee activities, you'll contribute to Certsure's commitment to excellence and regulatory compliance.

Join our team and contribute to Certsure's commitment to excellence!

Our benefits include, but not limited...

- 25 days' holiday a year (plus bank and public holidays)
- Company car / car allowance
- Employee assistance programme
- Employee discount platform
- Flexible and hybrid working (depending on the role)
- Home Office Allowance and Home Office Equipment Reimbursement budget
- Learning opportunities
- Life assurance
- Loyalty awards
- Pension
- Private medical insurance
- Sickness pay - Depending on your length of service, you could be eligible for our enhanced sick pay which is above the Statutory Sick Pay (SSP) amount.

About us

Certsure provides industry-leading certification schemes and support to the building services sector. These services are delivered through the NICEIC brand.

For almost 70 years, NICEIC has been the UK's largest certification body for electrical businesses with over 40,000 currently certified with us. As the industry leader, we drive the highest standards of competence and safety.

We assess, certify and train electricians, plumbers, renewable energy installers, and gas and heating engineers. To become certified, businesses must demonstrate their compliance with technical standards and industry best-practice through rigorous assessments and continuing professional development.

Trade professionals look to us for certification and technical leadership, and value the credibility our name gives theirs. We provide ongoing advice and support and list their businesses on our online 'Find a trusted NICEIC tradesperson' tool.

We help build public trust in trade professionals – and we never compromise on that trust. We work alongside government and industry to shape policy and drive standards. Many UK businesses, government organisations, local authorities and landlords will only work with NICEIC-certified businesses.

How to apply

If you think this is the job for you, then we'd be delighted to hear from you.

Please send your CV to vacancies@certsure.com.

PLEASE NOTE: As an employer, Certsure does not provide sponsorship as a licenced UK employer.

We are Certsure.
Specialists in certification.

