

CAREERS AT CERTSURE

Job Title:	Compliance Officer – Maternity Leave Cover (12 months FTC)
Location:	Hybrid, Warwick House Certsure operate hybrid working to support a positive work-life balance, which means we're flexible as to where you're located. We have two offices, one in Houghton Regis and one in Chesterfield, and hybrid working allows you to work remotely with occasional attendance at one of our offices when required, or to split your time between regular attendance at one of our offices and to work remotely.
Salary:	circa £35,000 plus excellent benefits
Hours:	Full time - We're flexible as to how we can approach this in a way that works for both you and Certsure, therefore please don't hesitate to contact us for further information, or if you'd like to speak to someone to discuss this in more detail.
Contract:	12 months, Fixed-term contract
Closing Date:	28/04/2024

About the role...

We have an exciting opportunity for a Compliance Officer to join our Organisation.

In this role, the successful candidate would be working remotely from their home with the requirement to attend our office locations in Dunstable and attend audits around the UK as and when required. More information on the hybrid working model, can be discussed with the hiring manager. Such attendance to the office, will be as required by your manager (for example to complete any training that may be necessary for Induction, to integrate into your new team, attend meetings; and to complete such tasks required in the office etc.) You'll be provided with the necessary IT equipment to support remote working.

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.

The Compliance Officer 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.

They 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.

About us



Proudly supporting



CAREERS AT CERTSURE

Certsure offers industry-leading certification services, Building Regulations schemes, products and support to the construction industry.

We are dedicated to providing professional services and certification to a wide range of customers across the building services sector. Our products and services are delivered through the marketing-leading brand NICEIC.

Quality is the foundation of everything we do and as a result, many of our products are Government-recognised and United Kingdom Accreditation Service (UKAS) approved. From the technically excellent assessors to service advisors who really “get” our customers – we are always on the lookout for talented people to join our team.

We aspire to have a diverse and inclusive workplace, and as an equal opportunities’ employer, Certsure is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

What you’ll be doing...

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!

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?

If you’d like to find out more about the benefits we provide for our direct employees, just click on this link <https://niceic.com/about-us/careers>



Proudly supporting



CAREERS AT CERTSURE

Find out more about us...

Websites: www.certsure.com or www.niceic.com

Twitter: @officialNICEIC

LinkedIn: <https://www.linkedin.com/company/niceic>

Facebook: <https://www.facebook.com/NICEIC/>

Instagram: <https://www.instagram.com/officialniceic>

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 and a covering letter to vacancies@certsure.com.

We're unable to respond to all applicants due to the high volumes of CVs we receive. Therefore, if you don't hear from us, unfortunately this means you've been unsuccessful on this occasion.