

JOB DESCRIPTION

Compliance Officer



JOB TITLE: Compliance Officer	DURATION OF POST: Permanent
REPORTING TO: Health & Safety Manager	WORKING HOURS: 35 hours per week

Role Overview

The Compliance Officer is responsible for maintaining the regulatory, statutory and internal policy compliance of St Andrews Links.

Working closely with all departments and across a broad range of activity, the Compliance Officer will develop and implement compliance programs, conduct regular audits to highlight any compliance concerns, arrange inspections, maintain records and produce detailed reports on adherence to standards and regulations.

Key Duties & Responsibilities

The key duties and responsibilities of the Compliance Officer are:

- Work closely with division heads and managers to support the design, implement and maintain compliance programs which provide a control framework for monitoring adherence to relevant laws, regulations, industry standards, and company policies.
- Support the development and management of a corporate compliance calendar, ensuring key internal stakeholders are engaged with key tasks and actions including important renewal and submission dates and deadlines.
- Assess potential risks and vulnerabilities within the organisation's operations and processes, identifying where compliance breaches may occur, and developing strategies to mitigate these risks
- Conduct regular compliance reviews and audits of day-to-day business operations to ensure to assess the effectiveness of compliance controls and report on any deviations and areas for improvement as required.
- Prepare and submit regulatory reports to relevant authorities, ensuring accuracy and timeliness.
- Collaborate with the People team to develop and introduce compliance training programs and provide training sessions and workshops to ensure all employees are aware of their compliance obligations and legal requirements.
- Be visible and regularly engage with employees to support establishing an open, transparent and diligent approach to compliance throughout the organisation.

THE HOME OF GOLF LIMITED

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- Collaborate with division heads and managers to investigate and resolve compliance issues by leading investigations, determine solutions and implementing rectification action.
- Monitor any changes to laws, government regulations, and best industry practices to ensure the organisation remains compliant at all times and prepare impact assessments of potential future changes to enable the organisation to determine the actions required to adopt if introduced.
- Prepare regular reports and analysis for review by the Health and Safety Manager and onward to the Chief Executive, Trustees and committees as required.

Person Specification

This section details the attributes e.g. skills, knowledge/qualifications and competencies which are required in order to undertake the full remit of this post.

Attributes	Essential	Desirable	Means of Assessment
Education and Qualifications	Educated to HND level or equivalent		CV
Experience and Knowledge	<p>Experience in a compliance role</p> <p>Knowledge of relevant laws, regulations, and best practices.</p> <p>Experience of developing and implementing compliance policies and processes</p> <p>Experience of designing and delivering compliance training</p> <p>High level of proficiency in use of computer technology, Word & Excel</p>	Experience of undertaking audits	CV and interview

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Competencies and Skills	<p>Demonstrable analytical skills</p> <p>Excellent planning, organisational and administrative skills</p> <p>Excellent communication skills</p> <p>Attention to detail</p>		CV, interview and references
Other Attributes / Abilities	<p>Ability to work on own initiative and support a team</p> <p>Self-Motivated with a positive, can-do attitude</p> <p>Ability to work under pressure and a flexible approach to work.</p>		Interview

Essential Criteria – requirements without which a candidate would not be able to undertake the full remit of the role. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the short-listing stage.

Desirable Criteria – requirements which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential requirements.

As one of our team, we always need you to:

Embody our St Andrews Links Values and Behaviours in all you do:

A team of teamsMaking the unique happen	...With unforgettable experiences
At SAL, everyone is made to feel part of the one team.	Caring for and adding to the renown, heritage and reputation of SAL is everyone's responsibility.	Ensuring that the ambitions of everyone in SAL's world are brought to life.
<ul style="list-style-type: none"> Show genuine care for one another Trust in each other Keep everyone included Work together and continuously improve Share – ideas, work and gratitude 	<ul style="list-style-type: none"> Be passionate about the location Appreciate the game Respect our built and natural heritage Act as custodians of the Links Take on new ideas and ways of working 	<ul style="list-style-type: none"> Apply quality in everything we do Be proud of the memories we make Learn and grow together Work to exceed expectations Share our success with others

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- Carry out your work in a safe manner and not endanger yourself or anyone else by your acts or omissions.
- Comply with the Home of Golf's health and safety policy as it relates to your work activities, and to take appropriate action in case of an emergency.
- Apply the Home of Golf's equality and diversity policies and principles in your own area of responsibility and in your general conduct.
- Promote high levels of customer service in everything you do.
- Work towards continuous improvement, be adaptable to change, and be willing to acquire new skills and knowledge as applicable to the needs of the role.
- Engage with our commitment to Environmental Sustainability in order to reduce our waste, energy consumption and carbon footprint.
- You may, with reasonable notice, be required to work within other areas of the Home of Golf.

Benefits

- All of our eligible team members are auto-enrolled into a pension scheme; with a team member contribution of 5%, we offer an enhanced and competitive employer contribution of 12%
- Links golf ticket for our team - We are home to seven unique golf courses: the Old Course, New, Jubilee, Strathtyrum, Eden, Balgove, and our newest addition, the Castle Course.
- Discount for our team in our shops, food and drink venues and the Golf Academy from day one of employment.
- Employee Assistance Program to support wellbeing
- Eligible for discretionary, non-contractual merit scheme.
- Eligible for the team's Travel to the Work Support Scheme which provides an allowance to contribute to the cost of travel to the workplace.
- Annual leave - Enhanced annual leave: 31 days per annum including public holidays on appointment increasing to 35 days after 4 years of continuous service.
- Free on-site parking.
- Recommend a friend to work with us and receive a £200 or £400 voucher to spend across The Links.
- Cycle to work scheme through salary exchange, enables you to purchase a bicycle and relevant equipment.
- Partnership discounts
- Uniform allowance.

This job description is a guide and indicates the main duties and responsibilities of the post. It is not intended as an exhaustive list and duties may change from time to time, according to business needs.

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