



Compliance Manager International Development Consultancy

IMC Grade: Senior Consultant

Responsible to: Business Improvement Leader

**The closing date for
applications is Wednesday
6 December at 9am**

[Click here](#) to subscribe to IMC's
newsletter and receive our latest
updates in your inbox



The Role

Do you want the opportunity to work with committed, professional, talented and empowering colleagues, who are passionate about development and ethical working around the world? In order to strengthen our operation in the Redhill office and the success of our projects around the world, we are looking for a Compliance Manager (Senior Consultant level).

The role will involve the **review and improvement of our compliance processes** and where necessary, the **establishment of new procedures to ensure compliance**. The role will require working closely with both operational and management teams to **drive change and improvement**, whilst maintaining our compliance to necessary regulatory and legal frameworks. Integral to this role is the general operation of IMC's Compliance Program and related reporting to IMC's Business Improvement Leader and Senior Management.

The Compliance Manager will work with teams across the business to maintain the Compliance Program (both via direct support to client projects, changes to internal systems and capacity building amongst our staff).

More specifically, the Compliance Manager will also work with others in the company to develop, maintain and monitor our management systems/ISO accreditations (for example Quality, Health and Safety, Environment and Anti-Bribery) and relevant regulatory and legal requirements (for example, our Modern Slavery Act obligations).

Main responsibilities

Policies and procedures

- Assist in the development, maintenance, and revision of policies and procedures for the general operation of our Compliance Program and its related activities to prevent illegal, unethical, or improper conduct
- Manage the day-to-day operation of the Compliance Program
- Develop and periodically review and update procedures documents to ensure continuing relevance in providing guidance to management and employees

Risk management and mitigation

- Take forward specific allocated work to help identify potential areas of compliance vulnerability and risk
- Take forward specific allocated work to assist in the development and implementation of corrective action plans for resolution of problematic issues, and provide general guidance on how to avoid or deal with similar situations in the future

Capacity Building and Change Management

- Work with the Business Improvement Leader, Human Resources Department and others as appropriate to develop an effective compliance training program
- Assist with the implementation of internal change processes with the Business Improvement Leader
- Assist with the implementation of activities aimed at improving our management systems

Reporting and communication

- Contribute to reports on a regular basis, and as directed or requested, to keep the Board and senior management informed of the operation and progress of compliance efforts
- Support specific work to ensure proper reporting of violations or potential violations

Continuous Improvement and Audit

Support the efforts to monitor the performance of the Compliance Program and related activities on a continuing basis, recommending appropriate steps to improve its effectiveness

- Assist in representing IMC at external audits or deputise for the Business Improvement Leader during such audits.

Compliance issues and investigation

- Collaborate with other units in IMC (e.g. Human Resources, Project Management Unit, etc.) to direct compliance issues to appropriate existing channels for investigation and resolution

- Assist with the response to alleged violations of rules, regulations, policies, procedures, and Standards of Conduct by evaluating or recommending the initiation of investigative procedures. Assist with maintaining a system for uniform handling of such violations
- Assist with ensuring that compliance issues/concerns within the organisation are being appropriately evaluated, investigated and resolved

Team Environment

The post holder will work closely with the Business Improvement Leader (direct line management) but essential to the role is interaction and collaborative working with others across the different areas of business operations.

This is an exciting role in which the post holder will be working with senior management, technical teams and our operational teams such as Human Resourcing, Administration, International Resourcing and our Project Management Unit.

We are looking for a candidate who, with support from others in the business, will grow within the role taking on more responsibility over time, as IMC grows.

The working environment is informal, creative and collaborative, but we are uncompromising on the quality of work we deliver to clients. We are passionate about development and inclusion and making a positive difference.

Due to the nature of our work, all IMC contracts require job holders to be able to travel overseas to our overseas projects and operations when required.

Hours of work–This role is a full-time position

Location–The role is based in the IMC offices in Redhill. We are a short walk from Redhill train station, which has direct links to Clapham (22 mins), central London (30 mins) and Brighton (41 mins). There is free parking available on site depending on availability. The location of the office in Redhill offers tremendous opportunities for good schooling and the chance to live in an area of the UK close to the Surrey Hills (Area of Outstanding Natural Beauty) and other vibrant towns with lots to do and see, and with easy access to both the coast and central London

Salary–Competitive salary depending on experience

Annual leave–5 weeks' annual leave plus public holidays
The holiday year is 1 January–31 December

Benefits–Buying and selling of annual leave scheme, health cash plan scheme, life assurance scheme, private medical insurance, company contributory pension scheme, childcare vouchers and cycle to work scheme. IMC also supplies free refreshments and fruit, and there is a dress down day every Friday

PERSON SPECIFICATION: Senior Consultant – Compliance Manager

	Essential	Desirable
Qualifications, understanding & training		
Degree qualification	X	
Master's level education		X
Experience		
Experience of In-house Business Ethics, Corporate Compliance, Corporate Governance and/or Legal experience	X	
Experience designing, building and operating formal in-house ethics and compliance programs.	X	
Experience of working with others to develop capacity in order to strengthen and enhance compliance within an organisation	X	
Knowledge of international aid/development sector funded projects, DFID, USAID etc.		X
Abilities & skills		
Strong interpersonal and negotiation skills	X	
Confidence and enthusiasm	X	
Attention to detail and ability to carry out complex tasks	X	
Ability to consult with and influence senior leadership	X	
Excellent project planning skills, time management, and the ability to meet deadlines	X	
Flexible and adaptable with an ability to adapt appropriately within various situations	X	
Co-operative and supportive team player	X	
Excellent written and verbal communication skills in English	X	
Excellent presentation skills	X	
Ability to conduct independent research and analysis.	X	
Personal		
Passion for international development	X	
Self-motivation and pro-active attitude	X	
Flexible attitude to meet the needs of the role	X	
Commitment to IMC's objectives, ethics, values and equalities and diversity policy	X	
Excellent work ethic	X	

IMC Competency Framework: Senior Consultant – Compliance Manager

Competency	D	I	A	S
IMC values and ethics ¹		X		
Business insight		X		
Bid and project management		X		
Technical/area specialisation		X		
Relationship management and working with others		X		
Leadership and resilience		X		
Impact and influence		X		
Decision making/ planning and organising		X		
Results orientation and continuous Improvement		X		
Financial and commercial awareness		X		

Key:

D – Developing

I – Independence

A – Accomplished

S – Senior Management Level

¹ Customer Focus, Shared Knowledge, Collaboration, Innovation, Trust, Excellence, Courage, Integrity