

Job Description

Job Title	Compliance Officer	Holidays	25 days / year + statutory
Department	Quality	Pension	5% contributory
Hours per week	38 hours -	Reports to	Quality Systems Manager
Duration	Full Time/Permanent	Hours of Work	0830 – 1700 Mon –Thu 0830 – 1500 Fri

Job Summary

The position covers Company requirements to deal with the ever-increasing demands to respond and comply with regulations and certification in a worldwide market, and demonstrate a high-calibre approach to ethical issues.

Main Functions & Duties

- Monitor and maintain requirements for Company Governance and Code of Conduct, with regard to due diligence measures, auditing and training updates.
- Ensure Company products and systems comply with all necessary Industry-related regulatory requirements including:
 - EU/CE Directives e.g. RoHS, REACH, WEEE, Packaging etc.
 - Country-based import regulations for RoHS, REACH e.g. UAE ECAS China RoHS etc.
 - Conflict Minerals, Responsible Minerals Initiative.
 - California Proposition 65.
 - Others as they arise.
- Ensure that the tools and software utilised are current and suitable for the required tasks.
- Initiate and co-ordinate improvement projects.
- Maintain the Company BOM Inventory for certification requirements, with regard to Technical Construction Files.
- Provide and support the certification/reporting processes as required.
- Carry out regular audits on a monthly basis.
- Provide regular, detailed analysis and reports of performance.

Working Conditions

The role is based at our offices in Hunmanby, North Yorkshire. It is a requirement of this role that the job holder will be prepared to travel on company business.

Job Holders Attributes

- Qualifications or relevant experience in a similar role.
- Working database knowledge and analysis capabilities,
- Good team-working skills essential
- Strong organisational skills to meet regular deadlines for reporting and targets.
- Excellent communication skills
- Confident IT skills

Date of description	December 2018
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