



Job Description

Title: Compliance and Procurement Contract Business Manager
Reporting to: Foundation Director
Job Purpose: To provide compliance and contract business support to the Foundation & Membership Programme Managers (PMs) and contribute to compliance adherence within the team.
Role Duration: 2 years FTC

Key Responsibilities

1. Manage and implement compliance procedures including GDPR processes in relation to Foundation and Membership events and projects. This includes preparation of DPAs, review of privacy statements and liaison with suppliers and partners, collaborating with Registrar and other key business areas to manage risks.
2. Manage and implement RDS procurement processes for the Foundation and Membership team in relation to projects and events which includes liaison with potential suppliers, holding interviews, contract preparation.
3. Administer sponsorship and other funding agreements for the Fundraising team.
4. Monitor supplier relationships, GDPR compliance and contract adherence.
5. Monitor other compliance requirements including Child Safeguarding and Health & Safety for Foundation and Membership projects and events.
6. Provide or organise appropriate training for staff in compliance issues as required.
7. Conduct periodic internal reviews or audits to ensure that compliance procedures are followed, implementing improvements where gaps are identified.
8. Complete and present compliance reports as required.
9. Participate in any other RDS projects, events or activities as directed by the Foundation Director and/or Chief Executive.

Person Specification

Personal Attributes:

- The candidate must be a people orientated person, highly conscientious, organised and detail conscious.
- Must have a flexible approach to work and have a proven track record in being able to work accurately under pressure to tight deadlines.
- Have a proven ability to organise, prioritise and complete tasks in an efficient and methodical manner. Must be a proven completer / finisher.
- Approachable person, encouraging and proactively managing positive working relationships.
- Motivated, confident and credible individual with initiative and common sense and a proven ability to work within a cross functional team.

Qualifications:

- Third level qualification in relevant legal, risk or compliance area.
- Have achieved appropriate and relevant qualifications in risk and compliance management.
- GDPR and/or procurement qualification would be advantageous.

Experience:

- At least 3 - 5 years' experience in Risk and/or Compliance within a regulated environment.
- In-depth experience administering GDPR and/or procurement.
- Experience of drafting contracts.
- Experience of a change management programme would be advantageous.
- Experience of supporting a multi-disciplinary team and having to prioritise and multitask.

Skills:

- Adept business writing and proof-reading skills.
- Excellent administrative and organisational skills.
- Strong communication and negotiation skills.
- Proficient Office application skills (Office 365).