

Dublin Simon Community: Compliance Officer **(<https://www.activelink.ie/node/110642>)**



About Us:

At Dublin Simon Community, we are passionate about making home a reality. Our aim is to empower people to access and retain a home by providing housing, prevention, addiction treatment, emergency response, and other targeted interventions, through advocacy and partnership.

If you share our values and want to make a difference then apply for this role with Dublin Simon Community and join the team!

Benefits to working with Dublin Simon Community:

- 25 days of annual leave
- 5% matched contribution to your pension
- Paid Sick Leave Policy
- Paid Maternity Leave Policy
- Bike to Work Scheme
- Commuter Travel Tax Savers Ticket
- 1st-week Comprehensive Training
- Progression Opportunities

About the job:

Contract type: Full-Time Permanent Contract.

Working hours: 37.5 hours per week, Monday-Friday, 9 am-5:30 pm.

Location: Dublin City Centre.

Salary: €32000-€36000.

This vacancy is within the Risk, Compliance & BI team of Dublin Simon Community which holds responsibility for overseeing risk management, compliance monitoring, data protection, document management, incident reporting, and statistics.

The Compliance Officer will lead monitoring of compliance and reporting on performance against internal and external standards as well as monitoring and applying the organisational documentation policy.

The position involves substantial liaison with staff and volunteers across the organisation to support them to understand and satisfy requirements by providing recommendations for improvement, training, tools and techniques.

This role will work report into the Risk, Compliance & BI manager and work with Executive Management Team and the wider Management Team, Staff, Clients, Local Authorities, HSE, Board Committees, other service providers

Scope of the Role: Responsibility for compliance activities within the Risk, Compliance & Business Intelligence Function including:

1. Implementation of Compliance Management Systems
2. Implementation of Record Management and Document Control
3. Ensuring compliance with regulation and legislation, including GDPR

Responsibilities:

Compliance

Dublin Simon's Compliance Management System is designed to provide assurance that we continue to meet our external requirements (Statutory, non-Statutory) and internal standards (policies, procedures and guidelines). The Compliance Officer shall develop and support implementation of the Compliance system. This includes:

- Manage and develop a comprehensive compliance portal aimed at ensuring compliance with the relevant legislation and regulation, while promoting continuous improvement in line with the organisations business objectives and serving as a single source of truth on the organisation's status at any given time.
- Test Director's compliance self-assessment statements twice annually and collect evidence of same
- Provide scheduled and ad hoc reporting on Dublin Simon's compliance.

Records Management and Document Control

The organisation requires clear, documented approaches to the production of operational documents (policies, procedures, etc.) and the management of records. The Compliance Officer shall:

- Monitor and apply the organisational control system for development, review and control of all policies, procedures, guidelines and forms. Report on updated documents reviewed against agreed schedule.
- Monitor and report on the quality of organisational records, both physical and electronic, to ensure that they are kept in accordance with internal and external standards. This includes education, policy and procedure development, data quality audits, etc.
- Review operational documents and make suggestions to enhance the accessibility of our documents through use of Plain English

Data Protection

In order to ensure successful implementation and adherence to General Data Protection Regulation throughout the organisation, the Compliance Officer shall:

- Serve as team focal point for addressing GDPR related queries, reviewing personal data breaches and supporting managers with taking appropriate mitigation and preventative measures.
- Review and revise training material on Data Protection

Relationship Management

- Effectively manage key relationships both internally and externally in a way that enhances the quality, sustainability and reputation of Dublin Simon Community
- Input to the Risk, Compliance & BI Manager reports and prepare regular reports and updates as required.
- Protect and champion the vision, mission and values of Dublin Simon Community, internally and externally in all service activities.
- Ensure all stakeholders are communicated with effectively in an appropriate and clear manner.

Essential for the role:

- The ideal candidate will have a degree or post-graduate qualification in a discipline such as Business, Information Management or Administration or equivalent experience working in any of the following settings: Quality Standards/Quality Management Systems/Project Management/Compliance/ Regulatory.
- Strong project management, organizational skills to coordinate work plans, multiple tasks, prioritise work, manage multiple priorities and meet deadlines.
- Ability to collect, organise, analyse and disseminate significant amounts of information in audience-appropriate formats with attention to detail, accuracy and presentation.
- Ability to work with internal and external stakeholders in a constructive and approachable manner, collaborating closely with Risk, Compliance & BI team colleagues and interacting with colleagues of all levels of seniority across the organisation
- Experience developing and copy-editing organisational documentation
- Demonstrated team player and creative problem solver
- Excellent knowledge of Microsoft Excel and Microsoft Word. Curious about technology and willing to test and apply new applications and ways of working.
- Attention to detail and the ability to produce timely and accurate reports.
- A positive and flexible approach to working in a busy, open plan office with site visits to Dublin Simon services.
- Able to cope with and respond positively to change.
- Ability to work productively as an individual contributor and collaboratively as a team member.

Desirable for the role:

- Project Management/Quality/Systems/Compliance qualification
- Plain Language certification, or an understanding of Plain English
- Experience designing and delivering internal audits.
- Knowledge of National Quality Standards Framework ('NQS') for homeless service provision.
- Experience implementing or achieving a quality accreditation
- Experience of working in the non-profit sector.
- Understanding of homeless issues in Ireland.
- Familiarity with complete Microsoft Office 365 package.

Note: The duties listed in this job description are not exhaustive and you may be expected to perform other duties as are reasonable in the course of your work with Dublin Simon Community.

If you are unsure about any of the requirements, please contact Aliaksandr Netbayeu, the Recruitment Officer, at aliaksandrnetbayeu@dubsimon.ie (mailto:aliaksandrnetbayeu@dubsimon.ie)

[Apply for the position \(https://candidate.hr-manager.net/ApplicationInit.aspx?cid=1543&ProjectId=144457&DepartmentId=19089&MediaId=4620&SkipAdvertisement=true\)](https://candidate.hr-manager.net/ApplicationInit.aspx?cid=1543&ProjectId=144457&DepartmentId=19089&MediaId=4620&SkipAdvertisement=true)

Application due date:15/09/2024

For queries relating to this position please telephone(01) 6354860 (Tel:016354860)

Region
Dublin City

Date Entered/Updated
3rd Sep, 2024

Expiry Date
15th Sep, 2024

Source URL: <https://www.activelink.ie/vacancies/community/110642-dublin-simon-community-compliance-officer>