

<b>Job Title:</b>	Compliance Coordinator
<b>Location:</b>	Home based, UK
<b>Department:</b>	Operations
<b>Manager:</b>	Senior Vice President Operations

## Company Overview

ONVU Technologies is a privately held Swiss group, operating out of bases around the globe including US, UK, and Turkey. Through annual investment in R&D, talent acquisition and strategic partnerships we go to market via our brands focused on smart video, IoT and cloud applications. Our brands include ONVU Learning and Oncam.

We believe in developing empathy led technology to answer genuine challenges in the vertical markets we address; by enabling users to leverage the technology in a way that solves their problems. Use cases of this have been in creating business intelligence insights for retail via video, providing a safer environment in an airport or helping teachers create better student outcomes by leveraging IoT devices in the classroom for insight and CPD.

## Role Overview

The Compliance Coordinator will support the compliance function by handling day-to-day tasks, ensuring coordination across departments, and assisting with various compliance activities. This role is crucial for maintaining compliance with legislation and driving best practices within the company. You will be supported by an experienced mentor to oversee our compliance management needs. This is a great opportunity for someone who has some experience to develop their knowledge and skills to progress towards a management role.

## Responsibilities

### Quality Management System:

- Assist in managing the Quality Management System (ISO 9001, SOC2 etc).
- Help maintain accreditations.
- Conduct internal audits under supervision.
- Engage with departments on procedures.
- Support Management System Reviews.
- Track Opportunities for Improvement (OFIs) and Corrective Action Requests (CARs).

### Data Protection:

- Assist in managing data protection procedures and privacy policies.
- Act as the initial contact for data policy enquiries.
- Ensure legal data protection documentation is in place.
- Support regular audits and training on data management.
- Help with data mapping and retention.

### Other Responsibilities:

- Coordinate compliance activities and schedules.
- Facilitate communication between departments on compliance matters.
- Track and report on compliance metrics.
- Manage legal agreements and track key activity dates.
- Support budgetary planning for compliance requirements.
- You will be required to carry out additional duties or responsibilities, which fall reasonably within the remit of the role.

## Essential Requirements

- Minimum of two years in a Compliance role.
- Knowledge of ISO standards and GDPR.
- Knowledge of up-to-date legislation
- Strong communication and organisational skills.
- Attention to detail and process oriented.
- Ability to meet deadlines and multi-task.
- Ability to work in a team and under pressure.

## Skills and Understanding

- Clear speaking, listening and written communication skills.
- Ability to adapt to change in a fast-paced environment.
- Ability to negotiate and influence.
- Ability to solve problems.
- Ability to meet tight deadlines.
- Ability to effectively deal with conflict.
- Ability to multi-task and stay organised.
- High attention to detail
- Ability to stay calm under pressure.
- Ability to use your own initiative.
- Ability to work in a team.
- Competence in MS Office

## Why work for us?

Aside from being a collaborative, innovative, inclusive bunch, our purpose is to have impact on the world using our cool technology.

## Benefits

On top of a competitive salary, you can expect a whole load of perks:

- **25 days' holiday pro-rata + bank holidays:** We understand the importance of you getting some downtime.
- **Access to a learning platform:** Not only do you learn lots on the job, but you also have access to a platform of bite-sized courses.
- **Enhanced Family Friendly Leave:** Support for you and your family to help you navigate through the ups and downs of family life.
- **Medical Cash Plan:** Claim back the cost of your medical treatments from dentists, optometrists, and many more.
- **So many savings:** Through our online community platform, you can access dozens of daily deals, from money off top retail brands, cinema tickets, gym memberships to discounts on days out. There is something for everyone!
- **Employee Assistance Programme:** Our people are at the heart of everything we do, so if you're happy, we're happy.
- **Quarterly Employee Core Values Awards:** Nominated by your peers, the winner gets a fancy glass trophy and a voucher!
- **After smashing probation:**
  - Private Medical Health Insurance with Vitality for you and your family.
  - Work From Anywhere: That's right, you read that correctly! For up to 15 days in a consecutive year, you can work ANYWHERE aside from your home office.
- **Raising money for charity:** We're all about giving back and having lots of fun in the process!
- **Candidate Referral Scheme:** Know the perfect person to join the team? You could bag up to £2,000 for putting in a good word.

## **We are powered by uniqueness.**

We are diverse bunch and celebrate over 14 different nationalities across our regions. We champion and welcome diversity in our workforce and ensure all job applicants receive equal and fair treatment, regardless of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.