

Job Description: Compliance Auditor



Function:	To provide internal audit and administration support to the running of the Business Intelligence Unit at HMP Addiewell.
Job:	Compliance Auditor
Position:	Compliance Auditor
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Business Intelligence Manager
Additional reporting line to:	Director
Position location:	HMP Addiewell

1. Purpose of the Job – State concisely the aim of the job.

To fulfil, and where required, enhance, the internal audit process. To provide a point of contact in regards to site compliance against current legislation, Scottish Prison Service rules & actions and the overall applied contract.

2. Dimensions – Point out the main figures / indicators to give some insight on the "volumes" managed by the position and/or the activity of the Department.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region	Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc	
		Net income growth:	tbc							
		Cash conversion:	tbc							
Characteristics ▪ Add point										

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.

Business Intelligence Manager



Compliance Auditor

4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Must adhere to prison security procedures at all times
- Must adhere to contract and regulations therein
- Must be able to objectively audit processes and report on findings

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Develop a fluent understanding of all contractually required Operational Procedures as a basis for both undertaking audits and providing advice, guidance and support to stakeholders
- Complete in a timeous manner audits relating to all areas of the prison and objectively compile, interpret and feed-back on results.
- Participate and support as required in the formation, control and delivery of audit action plans
- Contribute towards the design of internal audit schedules.
- Contribute, if required, to any external or independent audits.
- Effectively analyse the impact of Authority instructions and be able to advise on any required changes.
- Contribute towards the management system of the prison policies and instructions.
- Collate and manage data from across the site and assess its impact in relation to the contract benchmarks.
- Structure information and data into report form that directly link to key performance targets.
- Anticipate potential contract exposure and contribute towards their effective resolution.
- Process information in line with FOI, GDPR and Data Protection 2018 regulations.
- Contribute towards the education of staff, at all levels, on FOI, GDPR and Data Protection 2018 regulations.
- Undertake duties as required that will contribute to the effective running of both the department and the prison as a whole.

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Audit timescales must be met.
- Effective rationalisation of filing system.
- Improved staff awareness of FOI, GDPR and Data Protection 2018 regulations.

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

Essential

- High proficiency with IT packages, specifically MS Office.
- Highly organized with the ability to multi-task.
- Excellent communication skills.
- Educated to National 5 level or equivalent.

Desirable

- Have previous experience in performing audits.
- Have a related qualification.
- Have a working knowledge of FOI, GDPR and Data Protection.

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

Team spirit, service spirit, working with others

9. Management Approval – To be completed by document owner

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Document Owner			