

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

**Job details**

<b>Job title:</b> District Compliance Officer				
<b>Division:</b> District Executive Committee				
<b>Reporting to:</b> District Governor				
<b>Tick the area(s) of compliance applicable:</b>	<b>Health and Safety</b>	<b>Equality &amp; Diversity</b>	<b>Safeguarding</b>	<b>Data Protection</b>

**Job description**

<b>Purpose of the post:</b>	<ul style="list-style-type: none"> <li>Responsibility for the provision of information, advice and guidance for all issues involving Equality &amp; Diversity, Health &amp; Safety, Safeguarding and Data Protection (Compliance Matters)</li> </ul>
<b>Main duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>Promote and raise awareness of all aspects of compliance across Rotary International in Great Britain and Ireland</li> <li>Work with all RIBI Committees to assist with understanding the considerations related to all aspects of compliance within their specific committee activities</li> <li>Audit the adoption by Districts of RIBI Compliance policies through monitoring the Compliance Statement returns</li> <li>Ensure that all Officers with responsibilities for 'compliance matters' are suitably trained</li> <li>Give advice to Clubs on 'compliance matters', with the assistance as required.</li> <li>Ensure that all disputes within District are resolved in accordance with the RIBI Dispute Management Procedures.</li> </ul> <p><b>Note:</b> It is not the responsibility of the District Compliance Officer to personally resolve all disputes between Rotarians and Clubs.</p>
<b>General Requirements</b>	<ul style="list-style-type: none"> <li>Provide leadership and support as may be required in all Compliance matters across Rotary International in Great Britain and Ireland</li> </ul>

Person Specification		Essential	Desirable
<b>Experience</b>			
1.	Legal and/or Human Resource Management background		✓
2.	Investigation experience relating to dispute management including mediation and/or arbitration		✓
3.	Demonstrable skills of managing and coordinating internal and external resources to deliver effective communication on legislative matters	✓	
<b>Knowledge</b>			
4.	Working knowledge of legislation related to compliance areas of responsibility	✓	
5.	Working knowledge of practices relating to mediation and arbitration		✓
6.	Thorough knowledge of the Constitution and By-Laws of Rotary International in Great Britain and Ireland		✓
<b>Skills</b>			
7.	Excellent interpersonal skills and experience of sustaining effective relationships with a diverse range of stakeholders	✓	
8.	Good ability to use electronic communication systems e.g. MS Outlook, MS Word		✓
9.	Solid writing skills; delivering clear, targeted messages to members	✓	
10.	Strong organisational skills are essential as is the ability to work to deadlines.	✓	
<b>Competencies [RIBI competency framework]</b>			
11.	Interpersonal sensitivity (3)	✓	
12.	Planning and organisation (3)	✓	
13.	Communications (3)	✓	
14.	Relationship Building (3)	✓	
15.	Initiative (3)	✓	
16.	Customer culture (3)	✓	
17.	Influencing (3)	✓	