

## Job Specification

<b>Position</b>	Compliance Officer & Legal Administrator
<b>Reporting to</b>	Group Deputy Managing Director
<b>Purpose of Role</b>	<p>The Brigade Group saves lives by providing commercial vehicle and mobile machinery drivers with visibility and warning of people, cyclists, other vehicles and objects in blind spots around their vehicle.</p> <p>It does this on a global basis, through 9 subsidiary companies in North America and Europe, plus a well-established network of independent distribution partners around the world.</p> <p>Brigade now needs a Compliance Officer &amp; Legal Administrator, based at HQ near Dartford, to:</p> <ul style="list-style-type: none"> <li>• Provide professional guidance and support on all aspects of Compliance including Data Protection and Data Governance.</li> <li>• Be the Group Data Protection Officer (DPO)</li> <li>• Liaise with the Group's 3<sup>rd</sup> party legal advisers, both in the UK and overseas, regarding UK and international commercial business documentation and policy. Administration in this respect.</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Develop, implement and audit an effective legal compliance program in order to control business risks</li> <li>• Be the Group Data Protection Officer, aiding also local resources in international subsidiary companies with their DPO requirements.</li> <li>• Manage administration and liaison with 3<sup>rd</sup> party legal advisers in regard to reviews, drafts and audits of documentation such as, but not limited to: Business Sale and Purchase, Patents, Trademarks, Property, Product Failure, set up of international businesses, Company Secretarial issues across the group, Banking Agreements, Commercial contracts, Shareholder Agreements, Overseas Agreements, Insurance Policies and Claims</li> </ul>

<p><b>Key Tasks, but not limited to</b></p>	<ul style="list-style-type: none"> <li>• Support policies, processes, practices and procedures, and facilitates the management system (currently 9001 and 27001).</li> <li>• Provide input to all information activities and practices on a company wide scale including our Global Subsidiaries. (this may involve travel)</li> <li>• Help to write and monitor compliance across all areas and locales. E.g. Modern-Day Slavery Act, Data Protection, Health and Safety and similar</li> <li>• Assist with the periodic reviews of controls and policies around all aspects of compliance.</li> <li>• Assist with ensuring the Company is prepared for changes to the Data Protection legislation as part of our existing project team, including the writing of appropriate policies, procedures, and user guides where required.</li> <li>• Liaise with overseas lawyers where required</li> <li>• Roll out (auditable) compliance training programs for Group wide staff to ensure knowledge is current</li> </ul>
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**Person Specification**

Essential	Desirable
<p><b>Education and Training</b></p> <ol style="list-style-type: none"> <li>1 Educated to degree level</li> <li>2 Certified compliance or governance professional or related study, or with relevant experience in a similar role.</li> </ol>	<p>A business management qualification may be beneficial, as would some financial expertise</p>
<p><b>Experience and Skills</b></p> <ol style="list-style-type: none"> <li>1 An ability to understand technical details and communicate the essentials at a high level.</li> <li>2 Good understanding and working knowledge of GDPR.</li> </ol>	<p>Some experience of international law and compliance would be beneficial</p> <p>An additional European language may be beneficial</p>

<ol style="list-style-type: none"> <li>3 Good understanding and knowledge of Management Systems and experience in ISO Standards.</li> <li>4 Demonstrable legal experience gained from within a commercial environment</li> <li>5 Excellent oral and written communication skills.</li> <li>6 Possess excellent planning and organisational skills.</li> <li>7 Intermediate knowledge of MS Office applications, including Excel, Visio, Word and Power Point</li> </ol>	
<p><b>Personality and Motivation</b></p> <ol style="list-style-type: none"> <li>1 A highly motivated individual with the ability to communicate concepts to diverse audiences with varying skill sets.</li> <li>2 Possess the relationship skills necessary to work effectively in a global corporate organisation.</li> <li>3 Self-starter with a talent for influencing others with your good judgment and ability to make positive decisions.</li> <li>4 Has high ethical standards</li> </ol>	
<p><b>Interpersonal Skills</b></p> <ol style="list-style-type: none"> <li>1. Strength of character to optimise team working</li> <li>2. Ability to communicate effectively at all levels of the business both verbally and written, which may be internationally</li> <li>3. Builds effective team working relationships</li> </ol>	

<p><b>Communication &amp; language skills</b></p> <ol style="list-style-type: none"><li>1 Excellent command of the English language, both verbal and written</li></ol>	<ol style="list-style-type: none"><li>1 Another European language would be advantageous but not essential</li></ol>
<p><b>Other requirements</b></p> <ol style="list-style-type: none"><li>1. Innate time manager</li><li>2. Flexibility to work beyond business hours when necessary</li><li>3. Willingness and ability to travel internationally on occasion.</li></ol>	