

The Chief Compliance Officer oversees the Corporate Compliance and Health & Safety Program, functioning as an independent and objective body that reviews and evaluates risk, regulatory compliance and health and safety issues/concerns within the organisation. The position ensures the Board of Directors, management and employees risk sensitive, operating safely and are in compliance with the requirements of regulatory agencies that company policies and procedures are being followed, and that behaviour in the organisation meets the company's Standards of Conduct.

JOB DESCRIPTION

TITLE	Chief Compliance Officer
LOCATION	Bolney Wine Estate, Foxhole Lane, West Sussex, RH17 5NB
COMPANY	Bolney Wine Estate Ltd.
REPORTS TO	Sam Linter, Managing Director
RESPONSIBLE TO:	Sam Linter, Managing Director

DUTIES TO INCLUDE:

- Develops, initiates, maintains, and revises policies and procedures for the general operation of the Compliance Program and its related activities to prevent illegal, unethical, or improper conduct. Manages day-to-day operation of the Program.
- Develops and periodically reviews and updates Standards of Conduct.
- Co-ordinates with managers of each department to direct compliance issues to appropriate existing channels for investigation and resolution. Consults with the corporate solicitor as needed to resolve difficult legal compliance issues.
- Responds to alleged violations of rules, regulations, policies, procedures, and Standards of Conduct by evaluating and the initiation of investigative procedures. Develops and oversees a system for uniform handling of such violations.
- Monitors, and as necessary, coordinates compliance and health and safety activities of other departments.
- Identifies potential areas of compliance vulnerability and risk; develops/implements corrective action plans.
- Provides reports on a regular basis.
- Ensures proper reporting of violations or potential violations to duly authorised enforcement agencies as appropriate and/or required.
- Institutes and maintains an effective compliance and health and safety communication program for the organisation.
- Works with the managers and others as appropriate to develop an effective compliance training program.
- Monitors the performance of the Compliance and Health & Safety Program.

The Compliance Officer must:

- Develop a thorough understanding of the business
- Have skills which enable them to advise, train and raise awareness amongst company staff on the significance of business ethics and compliance.
- Ensure that the program is communicated clearly, understood by each region or location and assimilated and embodied by the employees targeted.
- Organise and supervise the training sessions either through meetings or e-learning. Identify potential areas of vulnerability or risk and work with management and operations to develop contingency plans. Ensure that the issues relating to ethics and compliance are evaluated, monitored, managed and resolved in an appropriate manner. Put in place appropriate disciplinary actions and measures to avoid a recurrence.
- Ensure monitoring programs are in place to measure efficiency and to identify potential areas for improvement.

The Compliance Office is a sensor with a panoramic view of the company a good Compliance Officer has global knowledge of the business and the people so that he or she is prepared and can anticipate the steps necessary to deal with risks while appreciating the potential constraints. These different qualities allow the Compliance Officer to act as a kind of sensor. He or she helps the MD to understand what is going on at the heart of the company and in his immediate environment. He or she is also a monitor of the developing regulatory and business environment, ensuring that the MD and senior staff are briefed on emerging risks and compliance trends.

Job Type: 3 days per week – competitive salary

Driver's License essential due to location