

Role Purpose:

The Compliance business partner (CBP) actively contributes to the realisation of CPI's Compliance Strategy, by providing effective, accurate and timely information and high-quality support to your designated business units to support the delivery of their ongoing business objectives and targets.

The CBP will act as a trusted point of contact for the relevant business units, using your compliance expertise and problem-solving skills to lead, advise and constructively challenge funding compliance to deliver effective regulatory control and high-quality audit performance. Assisting your business units to understand and comply with the strict public funding guidelines applied by the various funders that CPI engage with is also a key part of this role.

The CBP will proactively build and manage effective relationships with internal and external stakeholders, providing high quality funding advice to support and drive decision-making, whilst ensuring compliance to funding and regulatory requirements.

Key Responsibilities:

Business Partnering

- To act as key compliance contact for the business units, supporting and guiding internal and external stakeholders to make informed and compliant decisions in a timely manner.
- Lead and take ownership of CPI's role in external audits, co-ordinating materials, meeting requirements and team availability. Facilitate the delivery of audit findings and ensure complete dissemination to CPI project and business teams.
- Support a programme of internal funding audits as preparation and learning tools for external audits.
- Work in partnership with Procurement, Finance and Project Management to ensure fully compliant audit trails are created and retained to demonstrate compliance to funding rules, state aid/subsidy control and procurement regulations.
- Ensure that KPI's are accurately collated, recorded, monitored, reported, and communicated by project teams.
- Provide contract management support of public and private contracts across CPI, and to be the nominated point of contact to aid resolution of contractual queries on ERDF and other complex funding agreements.
- Collate, prepare, and submit documents/reporting to funders on an adhoc basis as required.
- Work with the Finance Team to ensure data required for claim submission and grant audits remains compliant and fully documented.
- Enable the business unit to act in a commercial manner while complying with current and historical funding requirements. E.g., asset disposal.

General

- To develop and maintain effective relationships with key internal and external stakeholders.
- To assist in the development of compliance systems, policies and procedures as directed by the Head of Compliance.

Compliance Business Partner – Job Description

- To maintain consistent and documented compliance with all relevant Safety, Health and Environmental (SHE), quality and best practice requirements.
- To keep up to date with developments in all compliance areas relevant to role.
- To support the Finance Director and the Head of Compliance with ad-hoc activities as required.

Person specification

Education / Qualifications:

Essential:	Desirable:
Educated to degree level (or equivalent) in a Business-related subject or possess significant, relevant experience.	

Competencies and behaviours	
<p>Leadership (Influencing)</p> <ul style="list-style-type: none"> • Promotes commitment to CPI's strategy, vision, values, and direction. • Motivates, inspires, and build resilience in others by making the vision shareable by everyone. • Rewards and celebrates success with colleagues and teams. • Future proofs work practices. • Trusts others' judgment and demonstrates a willingness to try new things, even at the risk of failure. 	<p>Decision Making (Guiding)</p> <ul style="list-style-type: none"> • Leads and facilitates a group to a decision from complex, inconclusive or contradictory data, prioritising the needs of CPI. • Evaluates options by considering short term consequences and long-term gains. • Uses correct communication method to present a case so that it has greatest persuasive impact. • Is regularly sought out by colleagues for advice and solutions.
<p>Communication (Guiding)</p> <ul style="list-style-type: none"> • Personally takes the lead in creating an environment that encourages open and honest communication at all levels in the organisation. • Motivates and influences others via their communications. • Adapts communication style and format recognising individuals' different needs/ motivations. • Communicates corporate message with conviction and enthusiasm and thereby 	<p>Developing self and others (Influencing)</p> <ul style="list-style-type: none"> • Assesses the skills and competence of others within the organisation, and recommends development activities. • Gives performance feedback in a timely manner on an informal basis regularly. • Actively shares expertise and learning across the organisation. • Takes personal accountability for success or failure of direct reports.

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promotes commitment and belief in others.	
Collaboration (Influencing)	Delivery (Guiding)
<ul style="list-style-type: none"> • Blends people into teams, leveraging the use of talents available from any part of the organisation that result in the most innovative solution. • Fosters a sense of energy, ownership, and personal commitment to collaborative work. • Understands priorities and deeper needs of different stakeholders' groups. • Supports and enables people to work together to meet objectives. 	<ul style="list-style-type: none"> • Demonstrates the ability to prepare, gain approval of, refine and update business cases that justify the initiation of a project. • Displays the ability to manage stakeholders, taking account of their levels of influence and particular interests. • Ensures actions and decisions within the team are aligned with CPI's priorities. • Anticipates how team objectives must adapt and stretch to respond to change.

Knowledge and Experience:

Essential:	Desirable:
<p>Track record in: -</p> <ul style="list-style-type: none"> • Devising, implementing, and providing continued improvement to project governance systems in a dynamic R&D environment • Supporting compliant projects within a grant funded environment. This includes understanding of public sector performance indicators and procurement. • Recording KPI's for publicly funded projects. <p>Knowledge of developing and implementing best practice and compliance systems in a public environment.</p> <p>Good working knowledge of office software packages which includes the ability to use and maintain a database.</p> <p>Experience of developing and managing electronic and paper-based information systems: Including the production of reports.</p>	<p>Experience of delivering and monitoring complex projects with funders such as ERDF, H2020, LEP's and IUK.</p>