

Compliance Officer (Part time – 24 hpw)

About Lightfoot

We are Lightfoot, a high-growth technology company based just outside Exeter that is trying to make a difference worldwide, one driver at a time.

We help businesses and private motorists improve performance and safety. Our technology has been proven to reduce fuel use and emissions rates by 10-20%, and at-fault accidents and wear and tear by 40-50%. All that from a clever little gadget made in the beautiful Devon countryside. Good, eh?

Our technology is pretty smart – it connects to your vehicle’s on-board computer and uses all of the live data it produces to analyse how efficiently you are driving. It’s similar to the way they analyse performance in Formula 1. Lightfoot turns all that data into simple feedback for you – the driver – so you know when you’re pushing your vehicle too far and can bring it back to maximum efficiency.

We are a growing business and have recently taken private-equity investment from the Business Growth Fund. We’ve moved into a brand-new, state-of-the-art office near Chudleigh (which was voted Exeter’s ‘Best Workspace’) and are excited to keep growing the Lightfoot family with like-minded, passionate individuals.

Job Outline

This role is responsible for ensuring our business operations and procedures comply with legal regulations and internal policies. To evaluate all current and new compliance regulations, reviewing company processes, conduct investigations, identify potential risks and leading training sessions. To consistently meet both internal and external customer requirements. Drive and promote a culture of security and quality within the organisation under the direction of Lightfoot’s Directors.

The right candidate will be commitment to continuous improvement and passionate about delivering high quality work within a fast paced but highly exciting environment.

Roles & Responsibilities

- Leading all compliance activities including auditing and data protection in relation to customers, suppliers and stakeholders
- Meeting and exceeding obligations for data protection
- Conducting internal audits for both ISO 9001 and ISO 27001
- Ensure relevant stakeholders are bought in to the need for audits and compliance
- Manage and resolve any issues that arise from audits
- Be a subject matter expert for the business on GDPR, QMS and ISMS
- Carry out all related risk assessments
- Develop security and compliance policies
- Coordinate with different department managers to review all departmental compliance policies
- Perform periodic audits on company procedures and processes
- Ensure certifications held are relevant and up to date
- Engage employees in all relevant, related subject matters
- Collaborate and maintain continuous communication with HR
- Review the implementation of improvements, in line with the organisation policies, to the business quality procedures, work instructions, records, standards and specifications
- Create reports for Senior Leadership Team and Directors

Desired qualifications, skills and experience

- Degree level – IIA, CQI, other or equivalent is **essential**
- Qualified 9001 Auditor is **essential**
- Qualified 27001 Auditor is **essential**
- Certified GDPR Foundation and Practitioner Combination qualified is **essential**
- Experienced Lead ISO 9001 Auditor is **essential**
- Experienced Lead ISO 27001 Auditor is **essential**
- Experienced in Data Privacy & GDPR is **essential**
- IT proficient in Word, excel, PowerPoint is **essential**
- Previous experience analysing data is **essential**
- Customer focus, strategic, and commercial awareness is **essential**
- Corporate governance, awareness of good business practice is **desirable**
- Ability to communicate effectively with staff and external contacts at all levels is **desirable**
- Experience of Salesforce (CRM) is **desirable**

Personal characteristics

- Self-motivated and highly organised
- A quick learner
- A keen eye for detail
- Able to communicate confidently with all levels of staff within the business
- Driven to deliver results
- Personable and outgoing, with a good sense of humour

Salary & Benefits

- £15,000 to £20,000 depending on experience for 24 hours per week
- Membership of employee bonus scheme
- 24 days leave entitlement plus Bank Holidays (pro rata) plus your birthday off
- Health and dental support
- Your own Lightfoot and associated benefits

Location

Chudleigh, Exeter

How to apply

If you think this job is for you then why not email us, briefly summarising why you'd be great for the role and including a copy of your CV, to work@lightfoot.co.uk