



Changing lives every day

**Governance, Risk and  
Compliance Officer**

**Salary £26,000 - £30,000  
depending on experience**

**Auriga Services Ltd**

Emmanuel Court, 12-14 Mill Street

Sutton Coldfield, B72 1TJ

[www.aurigaservices.co.uk](http://www.aurigaservices.co.uk)

Registered in England. Company number 5093179

## Background

Auriga Services Ltd is a dynamic, fast growing public benefit entity, which has already reached its 2020 vision to support 2 million people who are experiencing financial hardship. With a track record spanning 21 years, we are mature enough to provide outstanding service through the application of extraordinary levels of skills and experience. We manage combined annual funds of over £15 million helping people alleviate their debt and realise income and benefits that make a real difference to the quality of their lives.

We achieve all this through the administration of charitable trust funds for water company customers, and income realisation for local authority residents and patients within the NHS. We help 1,000 people every day who are experiencing financial hardship.

We are a company of over 60 friendly staff based in Sutton Coldfield. We are seeking exceptional people with passion, enthusiasm and ability to join us and make our mission a reality.

We enjoy flexible and home working, a generous holiday allowance, good pension and a great working environment.

## Job purpose

As Auriga grows, we wish to manage the implementation of various ISO and BSI accreditations, manage our risk and ensure that we continue to operate to a high level of corporate governance.

The successful applicant will enable us to achieve new accreditations over the short term, and embed good practice throughout the business.

This role reports directly to the Project Manager in the Chief Executive's office.

## Responsibilities

Role responsibilities include but are not limited to:

1. Manage Auriga's compliance of its ISO 9001 Quality Management System, including chairing the meetings.
2. Lead Auriga's work to achieve the additional accreditations - ISO27001, ISO14001, BS18477
3. Document and embed the procedures, policies and controls around Auriga's compliance and certification requirements.
4. Manage the daily operation and implementation of Auriga's Governance, Risk and Compliance strategy
5. Maintain company and multiple trust funds risk registers
6. Conduct a continuous assessment of current IT security practices and systems and identify areas for improvement.
7. Conduct internal process audits for ISO standards
8. Ensure the readiness of managers and their teams for audit testing
9. Track mitigation steps (from self-assessments) and ensure remediation appropriately and in a timely manner
10. Ensure our security and compliance on accreditations GDPR, ISO 9001, ISO 27001 and any other relevant security standards are achieved and maintained
11. Fill out Tender forms around Security and Privacy

12. Work with all areas of the business to ensure that strategies relating to Information Security align to company requirements and contractual obligations
13. Contribute to staff security awareness (environmental and information security)
14. Coordinate the delivery of both customer-facing and internal projects and deliverables

## Key skills and attributes

### Essential

- ★ Natural organisational flair with extreme attention to detail
- ★ Strong analytical skills to interpret and embed relevant processes and standards
- ★ Experienced in performing risk, business impact, control and vulnerability assessments, and in defining treatment strategies
- ★ Understanding of the business impact of security tools, technologies and policies
- ★ Excellent verbal, written and interpersonal communication skills, including the ability to communicate effectively throughout the organisation
- ★ Good knowledge of Information Assurance & IT infrastructure

### Desirable

- ★ Project management principles and methodologies
- ★ Knowledge of Governance Risk & Compliance best practices and audit methodologies
- ★ An understanding of Governance, Risk and Compliance and its application within an organisation
- ★ Understanding of General Data Protection Regulations principles
- ★ Good knowledge and implementation experience of ISO27001
- ★ Good understanding of technical controls such as Access Control and Authentication
- ★ Experience of establishing and maintaining an Information Security Management System in a complex environment
- ★ Proven track record of supporting the development of information security policies which are effective and easily understood
- ★ Understanding of process improvement concepts
- ★ Understanding of security concepts, protocols, industry best practice and strategies

## Contract and Hours

This is a permanent full time contract.

Hours can be flexible to meet the requirements of the business and your personal situation. Up to around 50% of home working may be possible after the three-month probation period. Appropriate IT is provided for home workers.

## How to apply

To convince us that we should shortlist you for interview, it's important that you write us a good letter introducing yourself, as well as providing us with a job relevant CV. We're looking for those that take the extra effort to do some research about us, and demonstrate a desire to work in a company with our values.

***We automatically reject an application that arrives without a covering letter.***

Send your covering letter and CV by email to: **Abbass Shah, Project Manager** – [ashah@aurigaservices.co.uk](mailto:ashah@aurigaservices.co.uk)

Closing date : Monday 12<sup>th</sup> November