

Job Description

Job Title: Compliance Analyst

About SLC

Student Loans Company is a non-profit making Government-owned organisation set up in 1989 to provide loans and grants to students in universities and colleges in the UK. We are responsible, in partnership with Local Authorities in England and Wales, the Student Awards Agency for Scotland, the Education and Library boards in Northern Ireland, the Higher Education Institutions and HM Revenue & Customs, for student support delivery in the UK.

Company Mission

We enable our customers to invest in their futures by delivering secure, accurate and efficient assessment, payment and repayment services.

Company Vision

Our vision is to be valued as a digital, customer-focused, centre of excellence.

Job Details

Department:

Security

Grade:

Grade 4

Reporting to:

Chief Information Security Officer

Job Purpose:

The post holder will be responsible for ensuring that IT controls and processes are regularly monitored and measured to ensure compliance with regulatory / mandatory standards. The compliance officer will liaise with IT specialists and internal risk /audit functions to track control effectiveness and provide a single view of SLC's compliance.

They will co-ordinate IT activities required to meet regulatory / compliance requirements

The Post holder will be responsible for:

- Maintains, recommends, and enforces key controls and processes that ensure compliance with regulatory / mandatory standards, such as, Payment Card Industry – Data Security Standard (PCI-DSS), Protected Services Network (PSN) and ISAE 3204 audits, risk, and policy-related requirements.
- Leads, coordinates, and performs periodic audits of critical systems processes to assess the effectiveness of controls compliance against regulations and standards.
- Works with key stakeholders to recommend, implement, and validate improvements that support the reasonable and efficient remediation of deficiencies.
- Facilitates and performs key control activities that ensure compliance with annual requirements.

Key responsibilities:

- Measure and report on the effectiveness of regulatory IT controls
- Chair monthly governance meetings to collate regulatory evidence packs
- Investigate deviations from normal practice and implement corrective actions
- Liaise with internal risk, governance and audit specialists to co-ordinate annual objectives
- Recommend and implement enhancements to IT control framework
- Finalise current Remote Access use cases and confirm recommendations for improving the current controls
- Liaise with IUP and ACS projects to monitor implementation of the new Remote Access Solution and Privileged Account Mgt.
- Conduct an audit of existing 3rd parties accessing the network for policy compliance.
- Create a remediation plan for 3rd parties with non- compliance identified through the audit.
- Ensure that 3rd parties using RSA tokens are provided the information for the new access path for the RAS on Assure.
- Sourcing and on-boarding resource for enduring role as Supplier Manager.
- Effect handover of process and responsibilities to new BAU role of Supplier Manager.

Knowledge, Skills and Experience:

- Experience of operating within an ITGC (IT General Controls) environment
- Strong people and stakeholder management; Ability to positively influence peers
- Able to communicate effectively and confidently present- at all levels, including the SLC board.
- Technical experience within an complex IT landscape
- Understanding of PCI-DSS and ISAE Type I & II audits

Desirable Skills/Experience/Qualifications

- Educated to graduate level
- Experience in a banking, public sector or high volume retail context essential.
- Minimum 3 years experience working effectively in a multi-disciplinary IT and Business environment, preferably with Financial Services sector experience
- Ability to influence and engage direct and indirect reports and peers
- Energetic, flexible, collaborative, and proactive - a self reliant, results oriented individual who enjoys working hard, actively looks for challenges and sustains a positive and 'can do' attitude
- Proven track record of exceeding goals and targets with evidence of the ability to consistently make good decisions through a combination of analysis, experience, and judgment
- Excellent judgment and creative problem solving skills including negotiation and conflict resolution skills
- Ability to act and react as necessary in an ambiguous and changing environment
- Experience of facilitating organisational change and development
- Ability to operate as an effective tactical as well as strategic thinker
- Highly organised