



## Compliance Executive

Shannon Foynes Port Company (SFPC) is Ireland's second largest port operation currently handling in excess of 11 million tonnes per annum. The estuary is Ireland's main deep-water facility with a channel depth of in excess of 32 meters and a handling capacity for large vessels up to 200,000 deadweight tonnes (dwt). Supporting large-scale capital-intensive industry, it is the largest dry bulk port in Ireland. SFPC annually facilitates trade valued at €8.5bn supporting circa 3,700 jobs.

The company now has an opening for a detail-oriented self-starter to take up the role of Compliance Executive. This is a full-time permanent role, reporting directly to the Corporate and Regulatory Assurance Officer with a base located at the Company's Head Office, Foynes, Co Limerick.

The successful candidate will demonstrate strong organisational skills in guiding and advising on Audit, Governance, Compliance and Risk Management related activities. The Compliance Executive will be responsible for supporting the Corporate & Regulatory Assurance Officer to ensure that SFPC meets its significant compliance obligations, within deadlines and to the appropriate standards.

### KEY RESPONSIBILITIES

- Support the Corporate & Regulatory Assurance Officer and associated risk owners on the design and development of policies, standard operating procedures (SOP) and plans to comply with legal & other best practice requirements.
- Regulate and maintain the company's Risk Register in line with the Board approved Risk Management Policy. This will involve monitoring compliance to existing controls as identified, updating risk controls and evaluations and supporting risk owners to reduce risk to As Low As is Reasonably Practicable (ALARP)
- Support the Corporate & Regulatory Assurance Officer to deliver and respond to the company's risk, internal & external audit program. In line with the risk appetite of the company the successful candidate will lead, support and document internal risk audit reports for the approval of the Corporate & Regulatory Assurance Officer and Chief Risk Officer.
- Support the Corporate & Regulatory Assurance Officer and associated risk owners to deliver on the company's commitment to corrective and preventative action. This will involve monitoring the corrective action process to ensure reports are correctly registered on the company's Continuous Improvement Register (CIR), reviewing the completion of actions and generate final reports for Corporate & Regulatory Assurance Officer and Chief Risk Officer approval.
- Support the Corporate & Regulatory Assurance Officer to regulate and maintain the company's Integrated Management System to ensure documented information is correctly processed, registered and communicated.
- Assist in promoting a culture of shared learning, disseminate information, analyse and review trends and make recommendations to changes in Policy/Procedures and organisational systems/processes to ensure ongoing improvement and quality enhancement across the company.
- Attend and participate in internal and external meetings ensuring good and respectful communications and relationships are developed and maintained.
- Attend training and maintain professional competence through CPD.
- Undertake all other duties and responsibilities as may be assigned from time to time.

## KEY SKILLS & ATTRIBUTES

### Essential

- High attention to detail, strong organisation skills, and a process orientated mindset
- Experience relevant to the duties of this role, such as
  - Completing risk assessments to identify operational controls to meet the risk appetite of the organisation
  - Involvement in design or development of workplace policies or standard operating procedures
  - Measuring/auditing compliance against company approved standards, quality systems or best practice guidance
- Strong communication skills that include the ability to communicate clearly and accurately on matters of compliance
- The ability to multitask and prioritise effectively
- Good interpersonal skills with the ability to be tenacious whilst diplomatic
- Excellent analytical skills with a clear and logical thought process
- Full proficiency in the Microsoft Office suite, with a high level of IT skills
- All applicants require existing EU working entitlement and a full EU driver's license

### Desirable

- A recognised third-level qualification at a minimum of NFQ Level 7 or equivalent.
- Experience in the maintenance of ISO standards such as ISO 9001 and ISO 45001.

## APPLICATIONS

*Applications including a cover letter and full up to date CV should be sent by email only to our Human Resource Consultant, Maria Gilsean at [maria.gilsean@melior.ie](mailto:maria.gilsean@melior.ie), to be received by midnight on Friday 28th July 2023.*

*Short listing will be based on information provided in the Cover Letter and CV.  
Late applications will not be processed.*

*Canvassing will disqualify. Requests for information on the progress of an application must be made only by the applicant directly to Maria Gilsean.*

For further information on Shannon Foynes Port Company see our website [www.sfpc.ie](http://www.sfpc.ie)

***Shannon Foynes Port Company is an Equal Opportunities Employer***