



Rutherford Cross



POSITION PROFILE

Compliance Specialist



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Thompsons Solicitors Scotland specialises in personal injury compensation claims, helping clients who have suffered injuries in road traffic accidents, accidents at work and industrial diseases. It also has a specialist employment law department and is very proud to support Trade Unions in their aims to make workplaces safe and fair for all.

Thompsons Solicitors grew out of the radical campaigning law firm established in England in 1921 by William Henry (Harry) Thompson. Harry Thompson was one of the leading lawyers of his generation – the ‘Champion’ of the trade union movement. Throughout his long and influential career, he never stopped pushing the scope of civil liberties and crusading for better compensation for workers. His firm, W H Thompson, Solicitor, was passed on to his sons Robin and Brian Thompson, who were equally passionate about fighting injustice. They pushed the boundaries of personal injury and workers’ compensation set by the laws of the time.

Thompsons Solicitors Scotland was set up in 1979 in Glenfinlas Street, Edinburgh, with two partners and three support staff.

Today, there are Thompsons Solicitors Scotland offices in Edinburgh, Glasgow, Dundee, Scottish Borders, and Dumfries; and the firm has expanded to become the largest specialist personal injury practice in Scotland. The award-winning firm now has over 200 staff including 23 partners and 6 solicitor advocates. As a result of continued growth, Thompsons Solicitors Scotland is now looking to recruit for a newly created role of Compliance Specialist to join the team to deliver on the compliance activities within the firm.





Job Title: Compliance Specialist

Reports to: Finance Director

Location: Glasgow or Edinburgh (2 days per week in office - minimum requirement)

Position Overview

The Compliance Specialist is a newly created role which will deliver compliance activities within the firm, including GDPR processes and contract monitoring. This role involves ensuring that the firm complies with all applicable laws, regulations and internal policies, as well as implementing robust compliance programs to mitigate risks. There will be scope for the role to develop as the business continues to grow and the risk management responsibilities increase alongside.

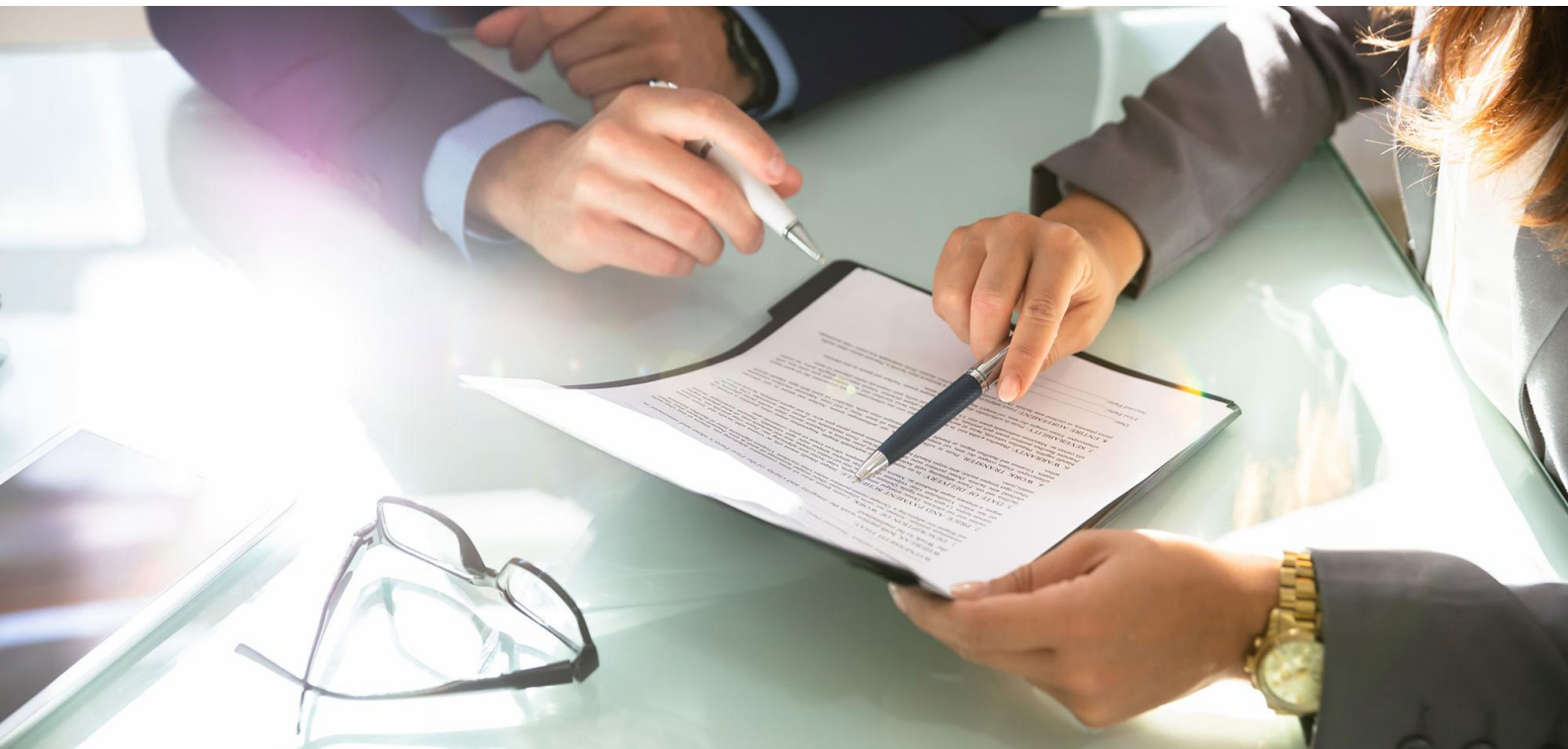
Summary of key duties:

Data Protection:

- Update and maintain Data Protection Policies in line with GDPR requirements
- Manage data breach responses, maintain the breach register, and liaise with the Data Protection Officer as required

Risk Management:

- Help manage the firm's risk management processes and reporting





Policy Development:

- Draft, review, and update compliance-related policies and procedures e.g. Anti Money Laundering, GDPR
- Ensure policies are communicated effectively across the firm
- Collaborate with various departments to integrate compliance into daily operations

Training and Education:

- Develop and deliver compliance training programs for staff
- Ensure all employees are informed of and adhere to compliance policies
- Promote a culture of compliance and ethical behaviour within the firm

Monitoring and Reporting:

- Monitor compliance with internal policies and regulatory requirements
- Report compliance issues and risks to senior management

Collaboration:

- Support other departments in their handling of compliance-related matters
- Work with the firm's partners and senior management to ensure compliance across all areas

Process Improvement:

- Identify areas for process improvement and efficiency gains and contribute to their implementation





This is a brilliant opportunity for a confident individual with strong analytical and problem-solving skills to join a growing firm and make a lasting impact. Ideally, the individual will have experience working in a similar role and be a self-starter to ensure the successful growth of this role.

The role would suit an individual with experience in General Data Protection Regulation (GDPR), perhaps coming from a background in external or internal audit.

The key candidate requirements for the position include:

- Experience in a similar role
- Strong understanding of risk management principles and practices
- Excellent communication and interpersonal skills
- Ability to develop and deliver effective training programs
- Strong analytical and problem-solving abilities
- High ethical standards and a commitment to integrity
- Ability to work independently and collaboratively in a team
- Legal or professional services sector experience and knowledge of relevant regulations is beneficial, but not required





Salary:	Up to £45,000 p.a. (depending on experience)
Additional Benefits:	Hybrid working (2 days in the office) Flexible working hours Flexi-leave: Build up 7 hours one month and take it as a day off the following month 5% employer pension contribution (optional increase along with time in service and after the age of 45) Death in service benefit: 4 times annual salary Six months of sick pay (after one year of service) Permanent health insurance scheme Interest-free loans for annual travel card or parking season ticket Access to staff sports and social club Employee benefit portal Staff recommendation scheme: Staff who refer cases that are successfully undertaken receive up to £450 per case



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The Recruitment Process

- Applications should be sent to Gillian O'Neil at Rutherford Cross:
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