



JOB DESCRIPTION

Name : **TBC**
Job Title : **Head of Compliance**
Department : **Compliance & Training**
Reporting to : **David Sparkes, Regulation Director**

Overall responsibility

To manage the delivery of compliance support and representative activity on regulatory matters for the benefit of BIBA members and to help deliver BIBA's strategic goals.

Key activities include:

1. Managing day-to-day relationships with the main regulatory bodies within the insurance intermediary sector (Financial Conduct Authority, Financial Ombudsman Service, Financial Services Compensation Scheme).
 2. Responding to relevant regulatory communications such as FCA consultation papers, often as the voice of BIBA's insurance broker members.
 3. Managing the content of regulation-focused updates to members with the support of the communications team and using appropriate BIBA communications channels.
 4. Managing the drafting of the quarterly member magazine Compliance Rules, using external authors to keep the publication relevant and engaging.
 5. Running regular Compliance throughout BIBA's 11 regions allowing members to discuss the implications of current FCA regulatory developments.
 6. Managing the operation of the Regulatory Committee to help keep BIBA's advisory boards informed of ongoing issues.
 7. Act as a point of referral for on press enquiries with a regulatory focus.
 8. Undertake any ad-hoc duties which may be reasonably required.
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