JOB PROFILE			
JOB INFORMATION			
Job Title	**Head of Compliance and MLRO**	**Department**	***Risk***
Job Family	*Compliance*	**Function**	*Risk & Compliance*
Grade	*Grade B*	**SMCR Role**	SMF16 and 17*
Location	*Tameside / Merseyside / Bradford*	**No. of Direct Reports**	

JOB PURPOSE

* The Head of Compliance and MLRO role is a designated Senior Manager Function role and its appointment may be subject to interview by the FCA before it grants its approval.

* The Head of Compliance and MLRO role is a Certified Person role that will require Northern Pool to request relevant regulatory references from the previous employer.

The Head of Compliance and MLRO is responsible for the independence, management, and effective performance of the Compliance and Economic Crime functions, fulfilling the statutory obligations of the MLRO and ensuring a comprehensive compliance framework is in place across Northern LGPS (the "Pool"). The role is responsible for the compliance policy and monitoring, regulatory engagement, employee conduct training, licence management and AML / CTF systems and controls, acting as the primary contact for regulators on compliance, conduct and economic crime matters.

This role reports into the Chief Risk Officer.

Key Responsibilities	**Compliance Framework and Monitoring** • Establish, maintain, and oversee the Pool's compliance framework, including compliance policies and a comprehensive Compliance Monitoring Plan, ensuring alignment with the Pool's strategic goals and regulatory requirements, and that findings are tracked and remediated. • Oversee the review and update of compliance policies and procedures to reflect changes in laws and regulations, ensuring continued alignment with the Pool's business model and risk profile. • Safeguard the independence and oversight of the performance of the compliance function in accordance with compliance requirements.

	• Support the development and maintenance of a risk-based Compliance Monitoring Plan; ensure policies and procedures reflect current laws and regulations. • Oversee monitoring, breach management and attestations; provide regular management information and thematic insights to the executive team, board of directors and committees. • Lead the monitoring of compliance with regulatory requirements and internal policies, reporting any breaches or non-compliance to the appropriate authorities. **Regulatory Engagement, Policy Enforcement and Advisory** • Support the Chief Risk Officer in liaising with the FCA and other relevant regulators; escalate and coordinate responses to regulatory correspondence. • Advise the board of directors and executive team on regulatory changes and compliance risks. • Support the preparation of SMF documentation and Responsibilities Map maintenance. • Ensure consistent enforcement of compliance policies and procedures across the Pool. • Provide expert advice to the executive team and board of directors on compliance and ethical matters. • Provide expert advice and guidance on the application of the UK regulatory framework for asset management, including components such as SYSC, COBS, FUND, MIFIDPRU and MAR, to ensure compliance across the Pool. • Ensure all risk and compliance activities adhere to regulatory and internal standards. • Report any regulatory breaches or non-compliance to the appropriate authorities. **Employee Compliance and Conduct** • Oversee and deliver conduct rules and compliance training for employees at all levels, and support certification processes and regulatory references as applicable. • Support the Chief Risk Officer in promoting a culture of integrity and compliance across the organisation. • Ensure the Pool meets its obligations in respect of conduct rules training and conduct rules reporting, with support from HR. **Training and Awareness** • Support the development and delivery of training programmes for employees at all levels, ensuring awareness of compliance requirements, including economic crime risks, conduct rules, regulatory obligations, escalation processes, and reporting obligations. • Maintain up-to-date knowledge of industry risks, trends and regulatory changes to ensure training material remains relevant. **AML/CTF Responsibilities**

	• Design, implement and oversee AML/CTF frameworks including risk assessments, policies, procedures, transaction monitoring, escalation, and reporting processes. • Act as the nominated MLRO, with responsibility for receiving, assessing, and determining appropriate action in relation to internal suspicious activity reports, including submission to the relevant authorities where required. • Maintain SAR processes and records; prepare the annual MLRO report to the Board on the effectiveness of AML systems and controls. • Provide advice and oversight to senior management and the Board on economic crime risks, emerging threats, and the effectiveness of AML / CTF controls. • Act as primary point of contact for law enforcement and regulators on economic crime matters. **Outsourcing Oversight and Coordination** • Oversee outsourced Compliance and Economic Crime services where applicable; ensure clear SLAs, information rights and oversight. • Coordinate with Internal Audit on assurance mapping and remediation tracking. **Regulatory Requirements** • Discharge responsibilities under SM&CR, including compliance with conduct rules, maintaining an up-to-date Statement of Responsibilities, and providing oversight and advice on fitness and propriety assessments across the Pool. • Ensure compliance with relevant FCA sourcebooks and UK AML/CTF legislation through proportionate systems and controls. • Oversee legal activities and co-ordinate with the Head of Legal/Co-Sec to ensure these adhere to regulatory, statutory and policy requirements. **People Management Responsibilities** • Set objectives and performance indicators for the compliance team • Evaluate performance, provide feedback, and support professional development for the compliance team.
Functional accountabilities	• Safeguard the independence and effectiveness of Compliance and Economic Crime; provide second-line oversight and reporting to the board of directors and committees. • Centralise governance for compliance and AML/CTF frameworks, policies, monitoring and training.

KEY INTERACTIONS

Internal	External
- Chief Executive Officer - Chief Risk Officer - Board of Directors - Audit & Risk Committee - Enterprise & Investment Risk - Executive Committee	- Partner funds and their committees - Regulators - Law enforcement agencies - External auditors - Key industry partners