



## Role Profile

Vacancy Summary			
Job title:	Senior Compliance Officer	Job reference:	HUM1110- 554
Reporting to:	Operational Risk and Compliance Manager	Team:	Risk
Closing Date:	18 <sup>th</sup> May 2026	Interviews w/c	01/06/2026 (indicative)
Salary Range:	£80,000-£90,000	Contract Type:	Fixed-Term (two-year)

About the Role
<p>This role covers a range of risk, compliance and control activities within the risk management team designed to identify and mitigate compliance risks within the DMO and provide assurance that both existing business and new initiatives are being carried out in accordance with good practice and in line with agreed policies and procedures.</p> <p>The role of the Senior Compliance Officer is to support the Operational Risk &amp; Compliance team and wider DMO on compliance matters. The role is to lead on the compliance monitoring programme and promote a robust compliance culture at the DMO. One of the key responsibilities is to carry out controlled testing in relation to trading activity, ensuring adherence to policies and guidance, as well as investigating and reporting identified exceptions as appropriate. The role covers all compliance-related activities at the DMO. Candidates will require excellent communication skills, be well-organised and have a strong work ethic in order to be successful in this busy team.</p> <p>The jobholder will be a member of the Operational Risk &amp; Compliance team, which consists of a team of five. The Operational Risk &amp; Compliance team form part of the overall Risk team, which includes Credit &amp; Market Risk and Legal functions. The functions report directly to the Head of Risk.</p> <p><b>About the Team:</b> The Operational Risk &amp; Compliance team is central to reducing risk, through second line-of-defence risk management. The team has a visible standing in the organisation with all key stakeholders. The team is friendly and supportive. There is a collaborative approach to achieving the teams' objectives.</p> <p><b>Essential Skills :</b></p> <ul style="list-style-type: none"> <li>• A strong understanding of risks and controls, including the ability to identify, evaluate, challenge and implement risks and controls;</li> <li>• Excellent oral and written communication skills in order to deal positively with the DMO's internal and external stakeholders (e.g. peers, senior managers, service providers) in a firm, fair, well-reasoned and diplomatic manner.</li> <li>• Be able to demonstrate successfully planning and coordinating the work of self and others.</li> <li>• Good knowledge of financial services, markets and banking activities.</li> <li>• Regulatory awareness and understanding of the emerging regulatory landscape.</li> <li>• Ability to bring complex issues to a conclusion in a fast-paced environment and manage competing priorities.</li> <li>• Proficient in MS Office with experience of using Excel to analyse data and produce reports, as well as PowerPoint for presentations.</li> <li>• Strong time management skills with the ability to prioritise tasks effectively and adapt to changing priorities when needed.</li> <li>• Understanding of financial instruments (e.g. stocks, bonds, derivatives).</li> </ul>

- Familiarity with compliance systems.

## Sift Criteria

For this vacancy, we will use the [Civil Service Success Profiles](#) to assess you against the following Behaviours, Experience and Technical Skills:

1. Experience: An experienced compliance professional. A minimum of seven years' experience in a compliance role, providing second line compliance advice and monitoring. **Lead Criteria**
2. Experience: Experience with promoting a culture around market abuse prevention compliance.
3. Technical: Knowledge of financial services, regulatory awareness and markets and banking activities.
4. Behaviour (Changing and Improving): Strengthened compliance controls or processes.

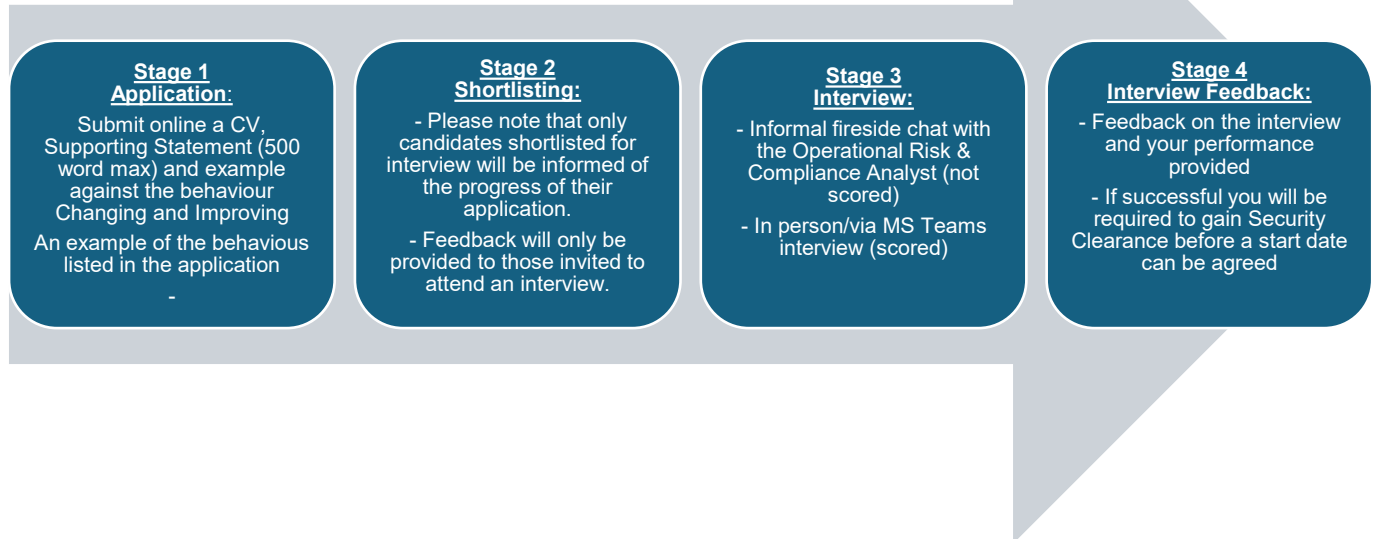
### **To apply:**

**Please submit a CV and supporting statement online as well as a 250-word example against the listed behaviour. Incomplete applications will not be assessed.**

Candidates – Please ensure your supporting statement and CV clearly demonstrate how you meet the Sift Criteria.

*Please note a sift based on the lead criteria may be conducted at the UK DMO's discretion in the event of a large number of applications being received. Candidates who pass the initial sift may be progressed to a full sift or progressed straight to interview.*

## Application details



### **Supporting statement and CV**

It is essential when submitting your personal statement that you provide as much detail as possible, and utilise the full word count given (no more than 500 words), explaining your motivation for the role and against the essential sift criteria outlined above as this will be used in conjunction with your CV to assess candidate suitability to move to the next stage of the recruitment process. Incomplete applications will not be reviewed.

### **AI**

Artificial Intelligence can be a useful tool to support your application, however, all examples and statements provided must be truthful, factually accurate and taken directly from your own experience. Where plagiarism has been identified (presenting the ideas and experiences of others, or generated by artificial intelligence, as your own) applications may be withdrawn and internal candidates may be subject to disciplinary action. Please see our [candidate guidance](#) for more information on appropriate and inappropriate use.

## **Interview**

Applicants for this post will be assessed against the elements of the Success Profiles recruitment framework listed above.

At interview, we will use the Civil Service Success profiles framework to assess you against your Experience, Technical Skills, Strengths and the following Behaviours:

- Seeing the big picture
- Communicating and Influencing
- Changing and Improving
- Making effective decisions
- Working together

Please visit the following pages to find out more:

- [UK DMO Careers](#)
- [Career FAQ Page](#)

If you need any reasonable adjustments to take part in the selection process, please tell us about this in your application form. If you would like to speak to the DMO recruitment team regarding this, you can contact them via email at [Recruitment@dmo.gov.uk](mailto:Recruitment@dmo.gov.uk). A reserve list may be held for up to 12 months from which further appointments may be made for the same or similar roles.

## **Timetable**

**These dates are indicative and may be subject to change.**

Applications close on 18<sup>th</sup> May 2026 23:55  
Sifting/ shortlisting. w/c 18<sup>th</sup> May 2026  
Fireside Chat w/c 25<sup>th</sup> May 2026  
Interviews w/c. 1<sup>st</sup> June 2026

## Working arrangements

### Hours of work/Hybrid working

The working hours of this post are 36 hours per week excluding lunch breaks. This post is available on a full-time basis although part time/job share/flexible working hours may be considered.

We are an operational business and delivery of our Remit is a priority. We are a London based organisation and our contracts reflect that our place of work is our London office.

UK DMO is a flexible employer. We work in small teams and individuals have a say in how they do their work. Where employees have health or caring responsibilities, we are empathetic to different situations.

We work a hybrid pattern. From 1<sup>st</sup> April 2024 our expectation is for employees to work remotely for 40% of their time and 60% of their time in the office. This is in line with the rest of the Civil Service and much of the private sector. We measure this over a rolling month so that individuals can plan their time, in agreement with their line manager, and in order to meet business need.

In agreeing how we work, UK DMO has to balance the need to meet all business objectives, including working collaboratively, with our understanding of individual circumstances.

## Eligibility Statement

Individuals appointed to the DMO will be subject to National Security Vetting. To allow for meaningful checks to be carried out applicants will normally need to have lived in the UK for at least 3 out of the past 5 years. A lack of UK residency in itself is not always a bar to security clearance, but the Department will need to consider eligibility on a case by case basis using all information that can be obtained following a successful application.

## Data Protection

The DMO will keep your personal details and other information relating to your application for a maximum of two years following the close of the campaign, for audit purposes only after which time it will be securely destroyed. All data is held securely and takes account of our obligations under the General Data Protection Regulation (GDPR).

## Civil Service Commission

The DMO's recruitment processes are underpinned by the recruitment principles of the Civil Service Commissioner, which outline that selection for appointment is made on merit on the basis of fair and open competition. <https://civilservicecommission.independent.gov.uk/recruitment/recruitment-principles/>