



Careers at OCN
Compliance and Audit Officer

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Job Title: Compliance and Audit Officer

Responsible to: Head of Compliance and Audit

Context

The Open College Network Northern Ireland (OCN NI) is a UK recognised Awarding Body based in Northern Ireland. We are regulated by CCEA Regulation to develop and award regulated professional and technical (vocational) qualifications from Entry Level up to and including Level 5 across all sector areas. In addition, OCN NI are also regulated by Ofqual to award similar qualifications in England.

Role Purpose

The Compliance and Audit Officer will be responsible for providing training, guidance, and support to new and established Centres to ensure they meet the relevant conditions of regulation as determined by CCEA Regulation and Ofqual. They will also assist with the development, implementation, and promote effective quality assurance systems, policies, processes, and procedures that will enable best practices internally and with centres, whilst ensuring that OCN NI has effective quality assurance arrangements in place for their full portfolio of qualifications including the management of all externally set assessments.





Main & Key Areas of responsibility

Please review each of the following criteria to ensure you meet the essential criteria for this role.



Operational

- Contribute to the development and implementation of the Internal Audit Strategy and annual Internal Audit Plan.
- Provide general advice and guidance to centres including but not limited to:
 - Appropriate application of policies and procedures
 - Using relevant management information systems/databases and the OCN NI website
 - How to conduct Assessment, internal verification, and external verification processes
 - Explaining the regulatory requirements
 - Explaining OCN NI compliance requirements
 - Training services available to centres, for example, assessor training, internal verifier training, etc
- Correspond with EVs and Centre representatives on compliance and audit requirements and associated documentation.
- Offer innovative ideas and creative approaches to enhance the quality of the provision and enable risk avoidance or mitigation.
- Determine appropriate quality assurance arrangements for centres.
- Ensure the production and dissemination of examination assessments are appropriate and sufficient.
- Co-ordinate standardisation events.
- Determine risk ratings for centres and escalate/respond as appropriate.
- Assist with investigations relating to maladministration or complaints of malpractice, which may arise.



Development of supporting policies, procedures, handbooks etc

- Contribute to the development and production of all support materials produced for centres, their staff and learners.
- Contribute to the review and development of policies and procedures.
- Contribute to the development and maintenance of handbooks to provide guidance to centres in relation to the correct quality assurance procedures.
- Contribute to the development of activities and events which support centres and EVs to deliver best practice.

Responsibility For People/ Internal & External Relationships

- Under the direction of the Head of Compliance, provide day to day support and mentoring to the team to ensure the C&A team's KPIs are met.
- Liaise closely with a broad spectrum of key internal and external stakeholders including External and Internal Verifiers, Centre representatives, the Compliance and Audit team, and other internal staff.
- Participate in interdepartmental working groups as required.
- Keep up to date with relevant information on changes to the regulatory requirements and disseminate this information as required.
- Maintain all internal and external service standards to meet customer requirements.





Financial Management

- Adhere to the OCN NI financial control procedures when instructed to purchase any goods or services on behalf of OCN NI and liaise with the Finance Manager as required.
- Assist the Director of Compliance and Audit to deliver a cost-effective and value for money service within the annual budgets.

Reporting

- Update Compliance and Audit Team records on MI systems to ensure all information is accurate and available to users and for the provision of accurate reporting.
- Assist in the production of management information.
- Ensure regulatory data requests are responded to in a timely and accurate manner.

Quality Assurance & Continuous Improvement

- Plan, monitor, and evaluate activities in line with the regulatory Conditions of Recognition and other regulatory directives.
- Keep up to date with changes in the education and training sector and developments relating to the regulatory guidance.
- Maintain up-to-date knowledge of the General Conditions of Regulation (GoR).
- Ensure OCN NI practice and procedures are fit for purpose and meet best practice standards.



Health & Safety

- Be aware of the Health and Safety Regulations applicable to the working environment and adhere to same.

Quality Management System

- Ensure compliance with the Company's Quality Management System and ISO 9001 requirements.

Other

- Undertake such training and personal development that is identified by OCN NI through its annual review to ensure your own personal CPD remains current.
- Undertake and assist on other ad hoc projects as and when required.
- Other duties as required by the organisation.

Personal Specification

Please review the following personal
specification for this role



Further Information

Duration: The post is a permanent full-time position. Employment will be subject to a probationary period of 6 months to the satisfaction of OCN NI. Performance will be reviewed on an ongoing basis in line with OCN NI's current performance management system.

Salary: Salary range is £29,961 - £36,483. This is a six-point salary scale, with progression opportunities occurring each April.

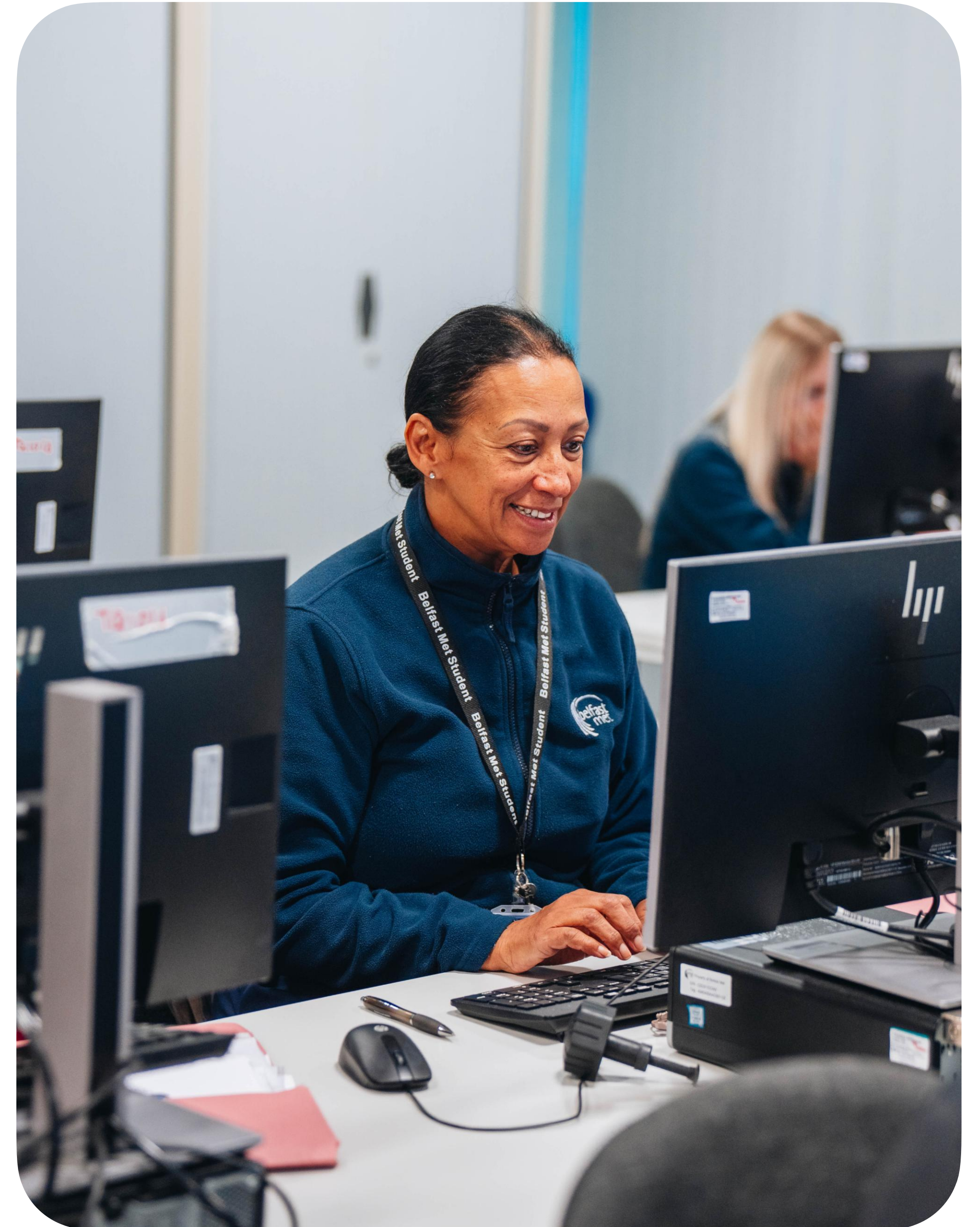
Pension: 9% Employer contribution, 6% Employee contribution.

Location: Sirius House, 10 Heron Road, Belfast, BT3 9LE. Following successful completion of probationary period, an application can be made for hybrid working.

Hours of Work: 35 hours per week (exclusive of lunch breaks). Flexible start/finish times are in operation with core working hours from 10am to 4pm Monday to Friday.

Holidays: Entitlement is 39 days each year inclusive of statutory and public holidays rising to 44 days after 10 years' service. The leave year runs from 1st August to 31st of July.

Note: This document is supplied for information purposes only and does not constitute terms and conditions of employment.





Welcome to OCN

At OCN, we believe that our employees are our greatest asset. We are committed to creating a supportive and rewarding work environment that fosters growth, well-being, and work-life balance.

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Why work with us?

At OCN, we take pride in being Northern Ireland's leading Awarding Organisation. We collaborate with a diverse range of partners, including Further Education Colleges, Schools, Training Organisations, Third Sector Organisations, Health Trusts, and Prisons, to support education and training across various sectors.

OCN NI is a UK-recognised organisation regulated by CCEA Regulation, allowing us to develop and award professional and technical (vocational) qualifications from Entry Level to Level 5 across all industries. Additionally, we are regulated by Ofqual, enabling us to offer similar qualifications in England.

Our commitment to excellence and innovation ensures that our qualifications meet the highest standards, empowering learners and organisations to achieve their goals.

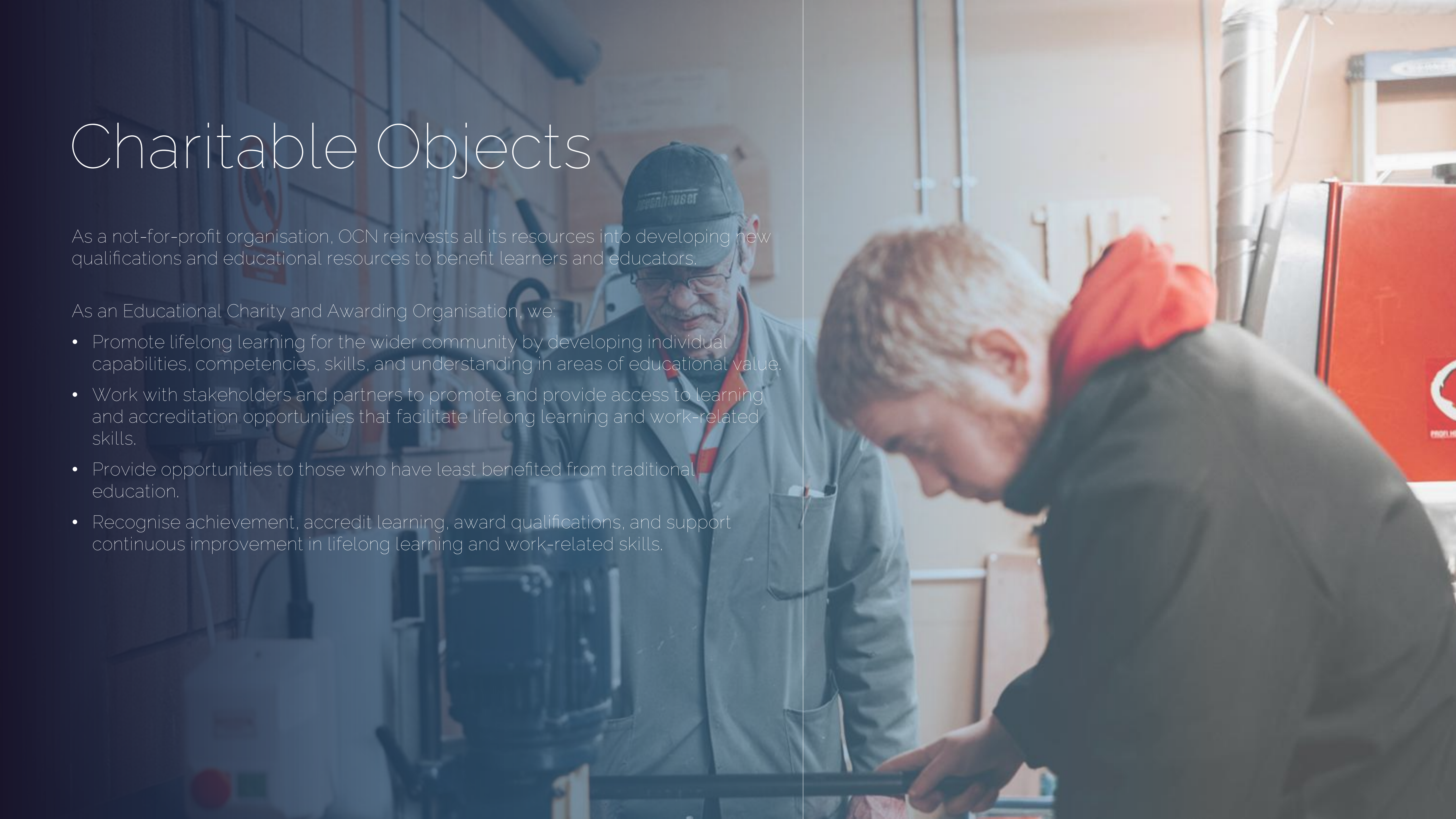


Charitable Objects

As a not-for-profit organisation, OCN reinvests all its resources into developing new qualifications and educational resources to benefit learners and educators.

As an Educational Charity and Awarding Organisation, we:

- Promote lifelong learning for the wider community by developing individual capabilities, competencies, skills, and understanding in areas of educational value.
- Work with stakeholders and partners to promote and provide access to learning and accreditation opportunities that facilitate lifelong learning and work-related skills.
- Provide opportunities to those who have least benefited from traditional education.
- Recognise achievement, accredit learning, award qualifications, and support continuous improvement in lifelong learning and work-related skills.



Giving back to our community

We actively support our centres and learners through funding and recognition initiatives:

Centre Grants: We actively support our centres and learners through funding and recognition initiatives:

Learning Endeavour Awards: We celebrate and reward the dedication of learners across Northern Ireland. These awards honour individuals who have shown exceptional perseverance and commitment to their education.

Our Mission

To develop and award qualifications
which engage, enrich and equip
learners for life.

Our Vision

A successful, inclusive society where
every learner matters.

To achieve our mission and values, we
have identified three strategic priorities:



To be the awarding
organisation of
choice



To promote learning
as a tool for
transformation



To be innovative,
creative and
continuously improve

Our Values

LEARNER CENTRED

Everyone has the right to learn and develop throughout their lives and have that learning recognised and valued.

RESPECT

Everyone is entitled to be valued equally and treated with dignity and respect. We will apply the highest standards of integrity in everything we do.

EXCELLENCE

Everyone has the right to high-quality services which are accessible, valued and responsive to needs. We will hold ourselves to the highest standards of responsible business.

COLLABORATION

The needs of learners are more effectively met by working closely together with our Centres and other stakeholders to seek collaborative partnerships.

Did you know?
*OCN were founded in 1995 and have
awarded over 800k people with
certificates!*

Benefits of Working at OCN



Employee Assistance Programme

Access to confidential support and resources to help you navigate personal and professional challenges.



9% Employer Pension Contribution

We invest in your future with a generous pension contribution to help you plan for retirement along with 4x your annual salary for life assurance cover



Generous Holiday Allowance

Enjoy 39 days of annual leave, inclusive of bank holidays, with an additional day for each year of service after 5 years, up to a maximum of 30 days.



Flexible Working

Flexible working options available depending on your role, such as hybrid working or part time. Providing flexibility and convenience



Remote Working

Depending on your role, you may have the option to work remotely, providing flexibility and convenience.



Employee Private Health Scheme

Comprehensive health coverage to ensure you and your family are well taken care of.



Health Cash Plan

Get money back on everyday health expenses, including optical, dental, chiropody, and more.



Key Moments Support

We offer a comprehensive range of leave and pay entitlements, including: Enhanced Maternity and Paternity Pay, Parental Leave, Bereavement Leave, Wedding Leave & Company Sick Pay.



Training & Development

Access to ongoing CPD both internally and externally.

For more information on OCN Careers, [click here](#).

INVESTORS IN PEOPLE®

We invest in people Gold

Our staff is valued at OCN, and we are proud of our Investors in People Gold accreditation. Through investment and vision, we have developed tools, processes, and metrics that have allowed our employees to thrive, and we truly understand the value and contribution of our team.

Equality, Diversity and Inclusion

OCN NI is committed to equality, diversity, and inclusion.

We have an effective EDI strategy that includes a successful EDI-embedded culture, a range of EDI training for all employees, and EDI policies and procedures.

Staff Retention

At OCN, we are proud of the loyalty and dedication of our team. Our average length of service is an impressive 7.5 years, reflecting the supportive, inclusive, and rewarding environment we strive to maintain. Notably, 33% of our staff have been with us for over 10 years, and 21% have served for more than 15 years — a testament to the positive culture and long-term opportunities at OCN.

We recognise and value long service with dedicated appreciation initiatives, acknowledging the ongoing contributions of our team members as they grow their careers with us.



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All job applications should be submitted to careers@ocnni.org.uk

Where potential
meets possibility.

