

JOB DESCRIPTION

Job Title:	Compliance Associate
Department:	Compliance
Primary job location:	Head office
Reporting to:	Compliance Manager
Direct reports:	N/A

About VIRTUS

VIRTUS Data Centres is the UK's fastest growing data centre provider which owns, designs, builds and operates the country's most efficient and flexible data centres.

In May 2023 we announced our plans to expand into continental Europe, with our first data centre due to open in Berlin in 2026, to be quickly followed by two full campuses and expansion into other countries in the pipeline.

Our purpose is to serve humanity by being an active, positive participant in the 4th industrial revolution. When we talk about our purpose, we refer to our customers' customers; the child playing a computer game, the person watching their favourite movie, booking a medical appointment, a plane ticket, a hotel or doing their online banking; those things can't be done if we don't do our job.

Our mission is to consistently exceed the expectations of customers through innovative, high-quality solutions and services. We employ intelligent thinkers – people with positive attitudes, who add to the quality of our customer proposition and business.

We value individual endeavour and initiative and encourage teamwork and togetherness because collective experience and expertise is VIRTUS' greatest strength.

Job Summary

We are seeking a meticulous and detail-oriented Compliance Associate to join our Compliance Team. The Compliance Associate will play a crucial role in ensuring our organisation's adherence to industry regulations, standards, and internal policies. The ideal candidate possesses a strong analytical mindset, exceptional organisational skills and a keen eye for identifying potential compliance risks. This role offers the opportunity to work in a collaborative and cross-functional team environment, contribute to process improvement and to the maintenance of a culture of integrity and ethical behaviour.

Duties and Responsibilities

The role includes but is not limited to the following: -

- Supporting all audit activities to assess the effectiveness of compliance programmes and controls including keeping our ISO, PCI DSS and SOC II accreditations up to date and relevant.
- Assisting with the management of VIRTUS' statutory compliance checklist on a monthly basis and driving continual improvements based on best practise, compliance and legislation.
- Conducting monthly assurance auditing and reporting of statutory requirements across all sites.
- Completing assessments against all relevant energy, environmental and occupational health & safety legislations to ensure we are compliant.
- Working with the Compliance Team on administering climate change agreements (CCA's), streamlined energy carbon reporting (SECR) and UK Emissions trading Scheme (UK ETS).
- Liaising with suppliers, customers and internal teams to capture data relating to carbon emissions and broader ESG performance.
- Collaborating with cross-functional teams to identify potential compliance gaps and risks, and working with the Compliance Team to develop strategies for mitigation.
- Assisting in the development and implementation of compliance training programmes for employees to promote awareness and understanding of compliance requirements.
- Supporting the development and maintenance of compliance-related documentation, including policies, procedures, and manuals.
- Responding to compliance and ESG related inquiries both internally and externally (e.g. customers, auditors) providing accurate and timely information.

Any other reasonable requests made by your line manager.

What success looks like in 12 months' time:

- Fully up to speed with VIRTUS' Compliance procedures and processes.
- Build strong relationships with relevant stakeholders across the VIRTUS team and have a solid understanding of how the business works.
- Run the external audit process

Person Specification

- IRQA qualified internal auditor for ISO 14001 and/or ISO 45001, ISO 50001 with practical audit experience is essential.
- NEBOSH National General Certificate (NGC) holder with TechIOSH membership for a minimum of 3 years.
- High level of understanding of environmental reporting requirements and practical experience in this area is a requirement
- Understanding of ESG , GHG inventory reporting in line with best practice frameworks in a DC environment – preferred.
- An understanding of HV and LV electrical systems relating to F-Gas management systems would be advantageous.
- Knowledge of disclosure platforms such as SBTi and CDP.
- Excellent communication skills, both written and verbal, with the ability to communicate complex compliance matters to diverse audiences both internally and externally.

In line with VIRTUS' Vetting Policy, the successful applicant must be willing to undergo a BS7858 screening process.

Remuneration package and benefits:

- Private healthcare
- Pension contribution scheme
- Eye and dental care benefit
- Discretionary bonus
- Income Protection
- Life Assurance
- Cycle to work scheme
- Annual travel card loan
- Tech Scheme
- Electric car scheme
- Workplace extras - Beyond card and Extras discount

VIRTUS is an equal opportunity employer. As part of our commitment to fight for equality, we work to ensure a fair and consistent interview process. We celebrate diversity and we are committed to an inclusive work environment.

If you are interested in this role, please email your CV to careers@virtusdcs.com

We reserve the right to close this post for applications should sufficient applications be received.