

# JOB DESCRIPTION

Job Title: **Compliance Associate**  
Department: Operations  
Reporting to: Compliance Manager

## 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. 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 the quality of customer proposition and business. We value individual endeavour and initiative, encourage teamwork and togetherness because collective experience and expertise is VIRTUS' greatest strength.

## Job Summary

As VIRTUS' Compliance Associate you will be reporting to and working closely with the Compliance Manager whilst working across multiple London-based sites. Your underlying role is to maintain a strict regime of auditing & corrective actions to support the Compliance Manager in everyday governance, standardisation and compliance & control frameworks in order to drive continual improvement and performance. The skills and knowledge you currently possess will be further developed as you are introduced to the greater governance goals of the business.

## Duties and Responsibilities

You will have the following accountabilities and responsibilities:

1. Manage and maintain the Internal Assurance Audit Schedule against the full requirements of ISO 9001:2015, ISO/IEC 27001:2013, ISO 22301:2019 and ISO/IEC 20000-1:2011 and report findings to the Compliance Manager.
2. Lead external audits including customer, certification & assurance audits covering ISO, PCI DSS and SOC2 Type 2.
3. Complete annual legal compliance assessments against all relevant information security legislation
4. Maintain, with regularity, the Statement of Applicability and Register of Organisation Controls relevant to Confidentiality, Integrity and Availability.
5. Drive continual improvement through administration and control of internal audit corrective / preventative actions.

6. In support of the Compliance Manager aid in customer compliance/governance responses.
7. Own and champion an Information Security awareness programme and induct all relevant new starters
8. Aid in the investigation and RCA of service-impacting incidents
9. Be the data protection officer:
  - Act as the primary point of contact within the organization for members of staff, regulators, and any relevant public bodies on issues related to data protection
  - Ensure the company's policy is in accordance with General Data Protection Regulation (GDPR) and codes of practice
  - Evaluate the existing data protection framework and identify areas of non or partial compliance and rectify any issues
  - Devise training plans and provide data protection advice and support for members of staff
  - Inform and advise the Data Controller or Data Processor on all matters related to data protection
  - Promote a culture of data protection compliance across all units of the organization
  - Provide expert advice and educate employees on important data compliance requirements
  - Draft new and amend existing internal data protection policies, guidelines, and procedures, in consultation with key stakeholders
  - Hold training with staff members across different business units who are involved in data handling or processing
  - Proactively conduct audits to ensure compliance and address potential issues
  - Maintain records of all data processing activities carried out by the company
  - Serve as the point of contact between the company and the data protection authorities

## Qualifications and Skills

You will possess the following qualifications, skills and experience:

1. A technical understanding of associated standards (ISO/IEC 27001 / ISAE3000 series and TSP)
2. IRQA qualified internal auditor for ISO/IEC 27001, ISO 9001 and ISO 22301
  - a. Knowledge of ISO/IEC 20000-1 would be convenient
3. In-depth knowledge of Enterprise-class risk management systems
4. Experience in managing ISAE3402 engagements
5. Subject matter expert in Information Security principles and best practice
6. In-depth knowledge of Data Protection Act 2018 related controls
7. The ability to communicate dynamically at all levels and to external partners
8. Deep knowledge of operating models and related key functions & interdependencies within the business

An energetic and results-driven personality is essential for keeping pace with the business's growth plans.

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

### **Remuneration package and benefits:**

- Competitive rate of pay.
- Private healthcare.
- Pension contribution scheme.
- Discretionary bonus.
- Cycle to work scheme
- Eye care benefit
- Annual travel card loan
- Tech Scheme

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](mailto:careers@virtusdcs.com)

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