

Job Description

Head of Internal Controls and Policy

Position overview

Department	Information Management
Location	Devon House, London (Hybrid role)
Term	Full Time; Permanent
Salary Range	£56,650 per annum
Benefits	The university supports staff maintaining a good work/life balance, offer flexible working and parental leave opportunities, an Employee Assistance Programme which provides free, confidential advice on both home and work concerns as well as optional private medical insurance, season ticket loans and being part of the cycle to work scheme.
Direct Reports	Internal Controls and Policy Administrator
Reports to	Head of Information Management
Start	11 th November 2024

The role

Are you ready to be at the forefront of managing critical information in an academic setting that thrives on innovation and excellence? Northeastern University London is on the lookout for a passionate and skilled individual to join our growing Information Management department. This is a unique opportunity to contribute to the foundation and future direction of this crucial area within a prestigious and rapidly expanding university.

Duties and Responsibilities

- **Policy and Control Framework Development:** Develop, implement, and maintain comprehensive internal controls and governance frameworks to ensure compliance with institutional policies, higher education regulations, and legal requirements. Lead efforts to design and monitor internal controls to safeguard the integrity of the institution's operations.

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- **Risk Management:** Identify, assess, and manage institutional risks by establishing appropriate risk management frameworks, conducting risk assessments, and implementing mitigation strategies.
- **Compliance Oversight:** Oversee the implementation of compliance policies related to data protection (GDPR), financial regulations, and internal procedures. Ensure adherence to relevant external legislation and internal policies through regular audits and reviews.
- **Internal Audit and Monitoring:** Lead the internal audit function, conducting regular audits and assessments to evaluate the effectiveness of policies and internal controls. Prepare audit reports with actionable recommendations for improvement.
- **Data Protection and Management:** Oversee the management of sensitive institutional data, ensuring compliance with GDPR, data integrity, and security policies. Supervise responses to Freedom of Information (FOI) requests and Subject Access Requests (SARs) to ensure they meet legal and institutional requirements.
- **Collaboration with Senior Leadership:** Collaborate with senior leadership and various departments to support and drive the strategic goals of the institution through policy alignment and implementation. Provide guidance on regulatory changes and advise on the impact of these changes.
- **Training and Capacity Building:** Develop and deliver internal training programs on compliance, risk management, and internal control processes. Ensure that all staff are aware of their responsibilities under institutional policies and relevant regulations.
- **Team Leadership and Development:** Manage and mentor a team responsible for the implementation of internal controls, policy compliance, and risk management, fostering a culture of accountability and integrity across the institution.
- **Project Management:** Lead cross-departmental projects related to compliance, risk, and internal controls. Coordinate with relevant teams to deliver projects on time, within budget, and in alignment with institutional goals.
- **Continuous Improvement:** Drive continuous improvement initiatives related to internal controls, risk management, and policy enforcement. Regularly review and refine processes to ensure they are up-to-date and effective.

About the University

Founded in 2012, Northeastern University London (formerly known as New College of the Humanities) has established itself as a prestigious higher education institution based in the heart of London. Northeastern University London is part of Northeastern University's Global Campus Network. Positioned as top ranking in the USA, Northeastern has campuses in Arlington, Boston, Charlotte, Miami, Oakland, San Jose, and Seattle in the

USA, and Toronto and Vancouver in Canada.

After becoming part of Northeastern University's global network in early 2019, the University has undergone a period of rapid growth, having been granted Taught Degree Awarding Powers in February 2020 and moved to a new, state-of-the-art campus in 2021.

Northeastern University London offers a vibrant, collegiate community delivering broad and academically rigorous degree programmes, designed to equip graduates with the combination of skills and knowledge that are increasingly desired by organisations, employers, and society. It offers state of the art audio visual technology in its teaching and meeting spaces across the organisation.

Person specification criteria

Experience

- Substantial experience in developing, implementing, and monitoring internal control frameworks, policies, and compliance in a higher education or similar environment. (Essential)
- Experience in managing audits, risk assessments, and policy implementation projects. (Essential)
- Demonstrable experience in leadership and team management. (Essential)
- Previous experience working in a higher education institution. (Desirable)

Knowledge, Skills, and Abilities

- Deep knowledge of internal controls, risk management, compliance standards, and relevant regulatory frameworks (including GDPR and financial regulations). (Essential)
- High level of attention to detail, accuracy, and the ability to analyse complex information and data. (Essential)
- Proven ability to work independently and lead cross-functional teams to meet institutional objectives. (Essential)
- Exceptional organisational and project management skills with the ability to prioritize workloads. (Essential)
- Proficiency in the use of management information systems. (Essential)
- Strong written and verbal communication skills, including the ability to clearly explain complex policies to diverse stakeholders. (Essential)
- A proactive approach to problem-solving and driving continuous improvement. (Essential)

Education, Qualifications and Training

- Relevant qualifications in risk management, audit, compliance, or higher education management.
- Demonstrated experience in the implementation of internal controls and governance processes.

Personal Attributes

- A commitment to integrity, ethical leadership, and collaborative work.
- Strong interpersonal communication skills, with the ability to engage effectively at all levels of the organization.
- High personal standards of accuracy, detail, and confidentiality.

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- Capacity to manage multiple tasks under pressure and within tight deadlines.

This role will suit an individual with a strategic mindset, a strong background in internal controls, and the ability to manage complex, institution-wide initiatives. If you have the necessary experience and skills or can demonstrate relevant transferrable competencies, we welcome your application.

Additional Information

Enquiries

Informal enquiries may be made to Muhammad Obaidullah (Muhammad.obaidullah@nulondon.ac.uk). However, all applications must be made in accordance with the application process specified.

Application process

Applications should be made via [this link](#) by 23:59 on **Sunday 13th October 2024**. Please reference your application "**HICP0924**". Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page that addresses the criteria for the role and a full curriculum vitae.

Interviews are expected to take place w/c **Monday 14th of October 2024**.

The panel will be shortlisting for this position on a rolling basis so please apply as soon as possible. We reserve the right to close this post before the closing date if we receive a large number of applications.

Please note this role may require a basic or enhanced DBS check. Please note this role may require a basic or enhanced DBS check. Our organisation acknowledges the duty of care to safeguard, protect and promote the welfare of our students and staff, and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Ofsted requirements. You must adhere to the above if you are offered a role with NU London.

Applications are welcome from all sections of the community and will be judged on merit alone. We welcome applications from all underrepresented groups, including the Global Majority. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.