

JOB DESCRIPTION

Job Title	Compliance Risk Data Analyst
Department	Regulation
Responsible For	Establishing and maintaining risk profiles for Propertymark Regulated Companies
Job Grade	
Salary Range	
Reports to	Compliance Manager

Job Purpose:

The focus of the role is on the consolidation of data from the organisation's CRM system and external sources to establish risk profiles for Propertymark Regulated companies. Data is continually changing, so it will be the postholders responsibility to maintain the information so that risk profiles remain current. The postholder is expected to liaise with colleagues using the risk data to target compliance audits and to provide business information based on the risk profiles.

Main Duties and Responsibilities:

- Data mining from the Propertymark CRM and external sources to assemble relevant data from which to establish a risk profile for Propertymark regulated companies.
- Establish working relationships with the Compliance Audit Team, using the risk profiles to inform and target the compliance audit visits on a risk-based approach
- Using the data to predict trends or patterns in the population.
- Prepare reports and present findings to the audit team, the Compliance Manager and the Senior Management Team where required.
- Identify any data sources that may be of low quality or that may contain errors and escalate these in an appropriate manner to the Compliance Manager or other areas of the business.
- Perform statistical analysis of the data as and where required.
- Develop and maintain relationships with any relevant internal/external stakeholders as appropriate.
- Contribute information to the Compliance risk model and target visits/inspections on a risk-based approach.
- Manage your workload autonomously.
- Provide good customer service to all parties, managing expectations and communicating clearly, regularly and at an appropriate level, in writing and over the telephone.

- Any other tasks that may be required from time to time by line management.

There are no lines reporting into this role and no budget responsibility.

Key working relationships:

- Compliance Manager
- Other Compliance Team colleagues
- Colleagues in other areas of the business

Job Requirement / Skills

- Critical thinking and problem-solving skills
- Attention to detail, thoroughness, accuracy
- Self-motivated and proactive
- Good communication skills to be able to share findings with colleagues
- Well organised
- Strong Excel spreadsheet knowledge

Education / Experience:

- Some data analytical experience would be advantageous
- Degree level education