



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Head of International Compliance – IGC

Department/Division: LSE Secretary Division (Legal Team) supporting the International Growth Centre (IGC)

Accountable to: Head of LSE Legal.

The post has a dotted reporting line to the IGC Chief Finance and Administrative Officer

Criteria	Evidence	E/D
Knowledge and Experience	A relevant first degree, professional certification or equivalent work experience.	E
	An understanding of the main provisions of UK corporate compliance, governance and regulation and experience of applying this in the context of relevant overseas jurisdictions.	E
	Knowledge and experience of registering and ongoing legal maintenance of overseas entities, including basic understanding of corporate financial documents such as company reports.	E
	Experience of working with internal and external compliance and governance regulations, internal policies and processes (e.g. financial regulations, ethics, bribery and fraud) in international organisations.	E
	Experience of managing a virtual team in an international organisation to deliver timely outputs.	D
	Experience of forming good working relationships with professional advisers (eg, auditors, HR and immigration advisers and government agencies).	D
	An understanding of the principles and practice of risk management and project management.	D
	Knowledge of Higher Education governance and associated regulations.	D



<p>Communication</p>	<p>Excellent written and oral communication.</p> <p>A demonstrated ability to understand the essential points of complex legal and financial arrangements and their practical effects for LSE/IGC in order to apply specialist advice and identify areas where further clarification is necessary.</p> <p>A demonstrated ability to explain complex concepts to non-specialist audiences concisely and at the level appropriate for the audience.</p> <p>Appreciation of communication challenges in a multi-cultural, multi-location and international development context and ability to empathise, adapting personal style and working methods to address these challenges.</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p>
<p>Liaison and Networking</p>	<p>An ability to identify the appropriate individuals and roles in various departments who need to be involved at various stages and establish networks and reporting structures to facilitate this.</p> <p>An ability to liaise effectively with various stakeholders in a project in order to facilitate mutual understanding of requirements.</p> <p>Ability to work effectively and independently across an international organisation, forming strong relationships with overseas offices to facilitate joint working on activities.</p> <p>Ability to work with professional advisers effectively including manage their performance if issues arise.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>Problem Solving and Initiative</p>	<p>An ability to problem solve and develop processes where no established precedent exists, assessing the options and developing solutions.</p> <p>Ability to identify when to seek guidance from senior management and involve them in key processes and decisions.</p>	<p>E</p> <p>E</p>
<p>Planning and Organising Work</p>	<p>An ability to manage a project where various tasks are required by different units, setting a timetable and monitoring progress and implementing corrective actions where required.</p> <p>An ability to identify areas where there is a risk of delay and implement a plan to address/mitigate this.</p>	<p>E</p> <p>E</p>

E – Essential: Requirements without which the job could not be done.

D – Desirable: Requirements that would enable the candidate to perform the job well.