



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 Finance Director

Criteria	Evidence	E/D
Knowledge and Experience	An understanding of the main provisions of UK corporate compliance, governance and regulation and has direct experience of applying this in the context of relevant overseas jurisdictions.	E
	Knowledge and experience of registering and ongoing legal maintenance of overseas entities.	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 complex and matrixed organisations, and a demonstratable ability to apply this to operations in overseas jurisdictions.	E
	Experience of working in a large and complex and matrixed organisation and of undertaking work that crosses various internal departments, senior roles and external agencies to achieve results.	E
	Experience of working in a compliance-related role in an international not-for-profit organisation.	E
	Basic understanding of corporate financial documents such as company reports, financial accounts.	E
	Experience of managing a virtual team to deliver timely outputs.	E
	Experience of managing a virtual team located in various locations countries across Africa, South & South-East Asia.	E



	<p>Experience of forming good working relationships with professional advisers (e.g., auditors, HR and immigration advisers and government agencies).</p> <p>An understanding of the principles and practice of risk management.</p> <p>An understanding of the principles and practices of project management.</p> <p>Knowledge of Higher Education governance and associated regulations.</p>	<p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>
Communication	<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 in order to apply specialist advice to the specific LSE/IGC context and identify areas where further clarification or enquiry is necessary.</p> <p>A demonstrated ability to explain complex concepts to non-specialist audiences concisely and to deliver the level of explanation appropriate for the particular audience in the circumstances.</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>
Liaison and Networking	<p>An ability to identify the appropriate individuals and roles in various departments who need to be involved or consulted at various stages and establish networks and appropriate lines of communication 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>
Problem Solving and Initiative	<p>An ability to problem solve and develop processes and procedures where no established precedent exists,</p>	<p>E</p>



	<p>assessing the strengths and weaknesses in proposed options and developing solutions to address and mitigate.</p> <p>Ability to identify when to seek guidance from senior management and involve them in key processes and decisions.</p>	E
Planning and Organising Work	<p>An ability to manage and organise a project over a long period where various tasks are required by different units, setting a timetable, deadlines 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>	E E
Decision- Making	<p>Ability to analyse the various options in relation to key decisions in the implementation of each individual registration and the establishment of London based and local support services in order to recommend to senior management the best course of action.</p>	E

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

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