

Labour Party Job Description

Job title:	Compliance Officer - Investigations
Responsible to:	Head of Disputes and Discipline.
Location:	Labour Party Head Office, London
Key Purpose:	Assisting in the investigations relating to individual Labour Party members or groups of members which may lead to disciplinary proceedings or other interventions by the National or Regional Parties.

Specific Responsibilities:

1. Investigate issues which may lead to internal disciplinary action as directed by the Head of Disputes and Discipline or the Executive Director, Governance and Party Services and to prepare reports for the NEC or NCC as required.
2. To assist regional officers in the investigation of disciplinary cases within their remit.
3. To advise on party rules and constitutional issues to all key stakeholders.
4. To provide advice on all incoming legal queries in various formats. Requiring knowledge of election law and associated legislation working closely with party's lawyers where required.
5. To advise Regional Directors and regional staff on any constitutional matters and assisting NEC involvement in such issues.
6. To produce guidance material, where relevant.
7. To prepare papers and briefings for NEC Organisation Sub-Committee and Disputes Panel of NEC.
8. To support national training programme of Agents and Candidates at local and national level.
9. To enact internal party discipline procedures as directed by the General Secretary, NEC or NCC.
10. To provide training and support to stakeholders at all levels of the party on compliance including producing support materials for stakeholders.

The Labour Party

11. To successfully manage internal selections processes including internal ballots and Westminster selections and advise on the implementation of national procedures at local party level.
12. To complete such other duties as assigned by the Head of Disputes and Discipline or the Executive Director, Governance and Party Services.
13. To be prepared to travel to all regions of the party to provide support as required.

Labour Party Person Specification

Knowledge

- Excellent knowledge and understanding of the aims and structure of The Labour Party.
- Good knowledge of The Labour Party constitution.
- Knowledge of UK electoral, data protection and equalities legislation.
- Knowledge of Local Government procedures and of Labour Party procedures relating to local government
- Knowledge of the PPERA and its implications for The Labour Party at all levels.
- Knowledge of The Labour Party candidate selection procedures at all levels, including National Parliamentary Panel procedures.
- Knowledge of Socialist societies and other Labour Party affiliates.

Experience

- Experience of local government issues and procedures.
- Experience of dealing with legal issues.
- Experience of dealing with regulatory or compliance issues.
- Experience of working proactively with and managing stakeholders at all levels.
- Experience of conducting investigations or fact-finding.
- Experience of producing training and other materials for a variety of audiences

Skills

- Capable of training and supporting individuals and groups at all levels.
- Ability to work effectively in a fast paced environment.
- Work as part of a close team but also monitor and progress own workload to the most effective outcome.
- Excellent attention to detail.
- Excellent communication skills.
- Ability to adapt to new tasks and responsibilities quickly and efficiently.