



Governance, Risk and Compliance Manager/Head of Governance Risk and Compliance- Application Form

Please answer the questions below (please keep to the word limits) and return to jobs@thisiscodebase.com along with your CV and, optionally, complete an [Equal Opportunity and Diversity Monitoring Form](#).

By submitting an application form you are confirming that you already have the right to work in the UK. We are not able to sponsor visas. If you have any questions about your eligibility for work please email jobs@thisiscodebase.com before completing an application.

To allow us to anonymise the initial shortlisting process, we will *only* read this application form (and *not* your CV) so please keep this in mind when answering the questions. Shortlisting will initially be done on the basis of the initial key skills questions to establish experience and capability in the key aspects of the role, followed by the remaining essential criteria. The highest scoring applications will advance to the next stage. **Please don't include your name anywhere in this application form.** Your CV will be read towards the end of the process, after we have read all the application forms. While not required, we recommend that you use the STARR model approach to answering the following questions. You can [find information on the STARR model here](#).

1. Please tell us about your 3+ years experience in risk, governance and compliance.
(max 150 words)

We are looking for: Practical examples of your experience in these areas and the specific role or responsibilities you had in managing or overseeing these. .

2. Please tell us about your experience of influencing busy colleagues to achieve the goals of your role around their own objectives (max 150 words)

We are looking for: Demonstrable experience of how you influenced colleagues, and helped them to understand the importance of risk, governance and compliance function, whilst also understanding the constraints on their capacity and availability.

3. Please use this space to provide us with more information about how you meet the essential criteria for the role. Make sure to reference the following in your answer:
- Experience of developing internal audits and policy frameworks from scratch
 - Experience of training colleagues to ensure efficient governance, risk, and compliance management.
 - Strong organisation and documentation discipline

(max 150 words per bullet point)

4. If you have anything to say about the points below, we'd love to hear a little more - don't worry if there's nothing you'd like to add:

- Experience working with government or government agencies
- Any relevant qualifications for the role

(max 200 words)

5. Is there anything else you would like to add to support your application?

6. Please tell us how you heard about this role. Please choose one of the following options, and be careful not to include any further information unless specifically mentioned

- CodeBase website
- LinkedIn jobs
- External job board (Please add the website here:)
- Facebook/Instagram
- Twitter/X
- Recommended by friend/family
- Recommended by CodeBase employee
- Other

7. First interviews are scheduled for 11th or 15th December, with any second interviews scheduled for w/c 15th December.

Please detail your availability during these weeks

