

# Positioning Maps

## Chart Your Path to a Meaningful Career

Competitive positioning is how you differentiate yourself from other job candidates and create value for your employer. It's about how you carve out a niche in the marketplace. These customized guides, by position title, help you achieve this.

December 2023

### Your Guide to Becoming a Compliance Officer

Are you interested in becoming a Compliance Officer when you graduate? This is a field that is of interest to many students at TRSM, particularly Law/Business and HR/OB majors.

This **Positioning Map** identifies the programs you can participate in at TRSM, to help you develop a specific and relevant skill set that will make you far more competitive when applying to full-time Compliance Officer roles.

#### STEP 1 - Understand the Skills Expected of a Compliance Officer

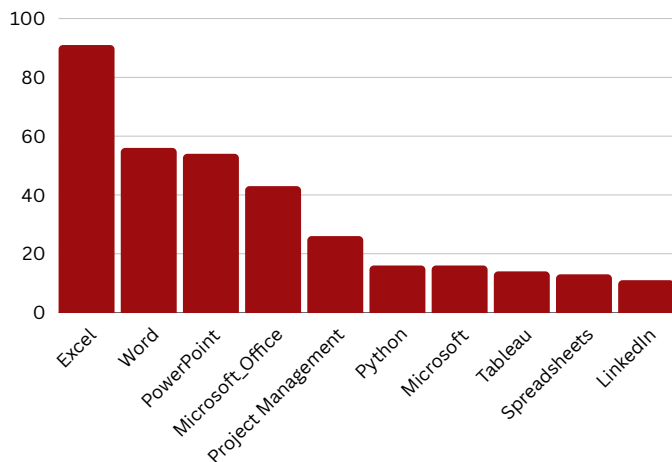
We analyzed 196 job postings in our job portal for *Compliance Officer* roles, for the period September 2018 to June 20 2023, and identified the top most cited technical and professional skills across these job descriptions.

Highlighted below are the skills employers are seeking when recruiting for this role.

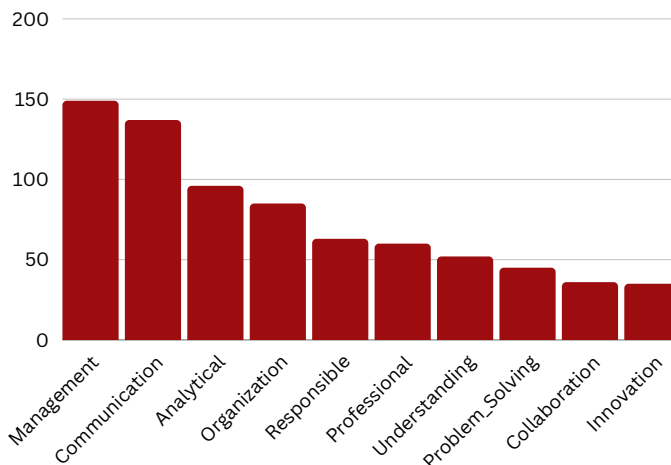
Note the importance of Excel, Microsoft Office, Word, and PowerPoint, in addition to the ability to effectively manage and communicate.



Top 10 Technical Skills for Compliance Officer



Top 10 Professional Skills for Compliance Officer



## STEP 2 - Learn About the Programs That Align With These Skills

Program	
<input checked="" type="checkbox"/>	<b>Register for Bootcamps:</b> Excel, Power BI, Tableau, Microsoft Certification
<input checked="" type="checkbox"/>	<b>Attend Prep Programs:</b> Recruitment Prep Program, Project Management Prep Program, Tech Week, Cybersecurity Prep Program
<input checked="" type="checkbox"/>	<b>Join Student Groups:</b> <u>Human Resources Student Association (HRSA)</u> , <u>Law and Business Student Association (LBSA)</u> , <u>TRSM Student Groups</u> , <u>TMU Student Groups</u> , <u>TMU Toastmasters</u>
<input checked="" type="checkbox"/>	<b>Participate in Case Competitions/Conferences:</b> <u>TRACE</u> , <u>Leadership Development</u>
<input checked="" type="checkbox"/>	<b>Ted Rogers Co-op:</b> If you are an HRM or LAW student, you apply to the Co-op program at the end of your 2nd year, by June 1st
<input checked="" type="checkbox"/>	<b>Hub Insights reports:</b> All about HRM Co-op, <u>DITL - Senior Compliance Specialist</u> , <u>DITL - Risk Assurance</u> , <u>DITL - Legal Analyst</u>

## Why Professional Skills Are Important To Employers



### Management

Although you may not be the immediate supervisor of a team right away, you are expected to lead the team through policy and compliance changes, this requires the ability to influence and train others.



### Responsible

As a Compliance Officer you will need to continuously be up to date on regulations and policy changes. You will have to seek out that information and become familiar with it. Consider taking:

- **PPA 319** - Politics of Work and Labour, **LAW 529** - Employment and Labour Law, **LAW 606** - Advanced Issues in Labour and Employment Law



### Communication Skills

As a Compliance Officer you will constantly be using your communication skills to help translate regulations and explain regulatory requirements. Consider taking:

- **MHR 650** - Management of Change, **MHR 670** - Special Topics in Organizational Behaviour and HR Management



## Analytical

A large component of being a Compliance Officer is being able to support a company in any regulatory requirements to prevent risk. You will need to accurately and wholly understand policies and procedures in order to answer any queries that your team has in order to maintain compliance.

### STEP 3 - Prepare for the Interview

#### Typical Interview Questions for an Compliance Officer

Our Alumni have shared several questions asked of them during the interview process for a Compliance Officer role. Here is how you might prepare to answer these, assuming of course you have already developed the skills relevant to the role.



**Tip #1** Here you can mention personal and professional qualities that have made you a strong compliance officer and successful in past roles. For any skill or skills that you choose make sure to give an example of and apply it to compliance.

**What qualities do you possess that make you a strong Compliance Officer?**



*Qualities that make me a good candidate for a Compliance Officer is my ability to communicate effectively and disseminate information. I have a strong understanding of legal policies and love learning about the minutiae of how things are supposed to be done. Because of this I am able to take this information and share it with clients and colleagues to support them in compiling with the company policies.*



**Tip #2** This question is to show how you work and consider making changes when it comes to compliance.

**What steps would you take when creating a new compliance assignment?**



*When creating a new compliance assignment I would work to understand the current compliance information, identify where the new compliance assignment would come into place and why we are administering it. Then I would see what adjustments need to be made and how we would make those changes and put those into practical steps and share with the team.*





**Tip #3** You may receive a question like this one if your interviewer wants to know what your process is when you're coordinating a project. Your answer can show them what you find most important in your work and how you effectively manage your day.

**What is a common compliance issue that companies within this industry face?**

“  
*Within the tech industries there are many compliance issues that companies face. One of the major ones I have seen under scrutiny is data privacy and security. Because most tech companies are global they have to comply with different regulations and then think about how they can best benefit their users and protect their privacy. The main concern now is how to protect user data against security breaches.*  
”



**Tip #4** You may receive a question like this one if your interviewer wants to know what your process is when you're coordinating a project. Your answer can show them what you find most important in your work and how you effectively manage your day.

**How would you handle a company leader who violates compliance orders?**

“  
*The way Leaders behave set an example company wide, holding them accountable is challenging, but necessary. I would consult with our HR team and then communicate with them where they violated the policy and take corrective action based on what disciplinary action is put in place for anyone who is violating our compliance policy.*  
”



### **Quick Tip!**

- Use the STAR method to answer behavioural questions based on your own experiences to showcase your knowledge and capabilities. Review the [Behavioural Interviews Hub Insights Report](#) to prepare.
- Remember to tailor your responses to your own experiences and the specific company you're interviewing with.

## **STEP 4 - Update LinkedIn and Resume - and Apply**

Now that you have better positioned yourself for this role, make sure to update your LinkedIn profile, your resume and cover letter to reflect how aligned you now are with this type of role.

Check out these Hub Insights resources for best practices on doing just this!

1. [LinkedIn](#)
2. [Resumes](#), [Cover Letters](#)
3. [Interview Tips: Behavioural Interviews](#), [Behavioural Interviews In-depth](#)

## Employers Hiring Compliance Officers



APOTEX



GEOTAB



sanofi



vendorpm

## Meet TRSM Alumni



Compliance Officer,  
Senior Financial

**JACKEY LEE**



Jackey Lee is a TRSM alumni who is currently working as a Senior Financial Compliance Officer (SFCO) at the Bereavement Authority of Ontario. Jackey started out by working in payroll for Chartwell Retirement Residences and transferred his skills to transition into a Financial Compliance Officer role. His journey has been marked by a combination of education, professional development, and dedication.

On his journey to becoming a CPA, he passed his CFE which allowed him to boost his career. Throughout his term he consistently sought out work that would expose him to different aspects of accounting.

As a SFCO his day-to-day consists of ensuring compliance with financial regulations, safeguarding financial integrity and facilitating various audits.

Jackey encourages students who want to become a Compliance Officer to invest in education, networking and seeking practical experience. Jackey has found that in order to be successful in his SFCO position he needed to develop proficiency in financial analysis and accounting principles and a deep understanding of financial regulations and compliance requirements.

For soft skills he recommends developing a strong attention to detail, effective communication, critical thinking, problem solving and adaptability. Jackey hopes to attain his CPA and take on leadership roles where he can mentor and guide the next generation of professionals.

## Learn More for Free



### Compliance Week

This website showcases various articles, events, training, webcasts and resources designed specifically for those in the compliance field.



### Canadian Securities Institute (CSI)

For some positions additional training certification can help set you apart from other candidates. CSI provides an overview of the securities industry through a range of professional training and certification courses.



### Ontario Health and Safety Newsletter

Stay up to date with statutes, regulations and agreements. Click [here](#) to subscribe to the Ministry of Labour, Immigration, Training and Skills Development monthly newsletter.

## Visit the Business Career Hub

### Employer Events

The BCH hosts several employer events to prepare you for your professional career. Refer to your weekly BCH Careers Newsletter for a list of upcoming events.

### Bootcamps/Prep Programs

Advance your technical, earn digital badges, and gain an advantage in today's workforce through Bootcamps. [Click here to register for current Bootcamps.](#)

### Coaching & Mock Interview

For career coaching, interview prep and more, [schedule a 1:1 appointment](#) with a Career Consultant or a Co-op Coordinator.



### Career Consultant Contributor Alysha Chin

Alysha is a Career Consultant with Ted Rogers School of Management. She is a graduate from TMU with a Bachelor's in Psychology, and has had the opportunity to work in many roles across multiple industries including HR, operations management, recruitment and career services.



### Student Contributors Muneera Ali

Muneera is a Business Technology Management student who worked as a Project Coordinator at the Business Career Hub in her 3rd year. She is interested in self-development, gaining meaningful experiences, and wishes to pursue a career in the ever expanding field of Information Technology.



### Katie Doan

Katie, a Global Management Studies student, held the role of a Project Coordinator for Hub Insights during her 4th Co-op work term. As an active student leader, she supports several initiatives including AIESEC and Fit For Business, where she was a Mentor for 1st Year Students. Her career aspirations encompass Project Management, Supply Chain, and Logistics Management.