

ROLE DESCRIPTION: COMPLIANCE SPECIALIST

WHAT YOU DO

You ensure that the business goals and actions comply with all applicable laws, rules, regulations, statutory orders, notifications etc.

In this role, you will be primarily responsible for setting requirements and routines for all products sold by the H&M group, in line with legislation and product safety. You will be required to research and find regulatory information concerning product safety and legal requirements for existing and new products. By supporting several parts of our business with your expertise, you will contribute to the overall customer experience.

WHO YOU ARE

You have knowledge & experience of the legal framework in the region (India) and actively keep yourself updated with the latest regulatory amendments.

You are organized in your way of working, are thorough in your processes and have attention to detail. You work effectively in a fast-paced work environment while managing various tasks at once and have a 'can-do' attitude.

You enjoy working as part of a team, effectively collaborate with a group of diverse people in order to achieve set goals and targets.

HOW YOU DO IT

By acting in line with our values, having the right mindset and leadership [if applicable] you contribute to H&M's business success. You act as an ambassador for the customer centric shift, have a growth mindset and encourage cross-functional collaboration. You promote a positive and open environment where opinions, views and ideas are shared, proactively bring innovative ideas and explore growth opportunities. No matter what your role may be at H&M – WHAT you do is as important as HOW you do it.

WHAT YOU DO

Your responsibilities

Compliance	<ul style="list-style-type: none">● In this role, you will be primarily responsible for setting requirements and routines for all products sold by the H&M group, in line with legislation and product safety requirements. You will be required to research and find regulatory information concerning product safety and legal requirements for existing and new products as also driving the compliance goals of the business. You will be supporting several parts of our business with your expertise and contribute to the overall customer experience by:● Evaluating the potential impact of current and future legal and regulatory environment for existing and new products of the Company● Researching legal requirements impacting the business in specific to existing and new products of the Company.● Monitoring existing legal requirements via regular audits and collaborating with relevant stakeholders to drive the required changes.● Transforming complex regulatory requirements into user-friendly information and guidelines to enable compliance.● Evolving robust legal and compliance SOPs for the organization● Cooperate, support and train colleagues and other stakeholders to reach desired results.● Dealing with various statutory, regulatory, government and judicial authorities for seeking various approvals, permissions, registrations, licenses etc. Training the stakeholders on various legal and compliance aspects.● Supporting the business in driving and achieving its legal and compliance goals in day-to-day operations;● Other legal support as per business needs.
Other knowledge and skills... <ul style="list-style-type: none">• ... that will help you deliver on expectations:	<ul style="list-style-type: none">● You have a proven track record of creating long term and short term results● You have a fashion background/deep interest and knowledge of fashion● You have a very 'hands on' and 'can do' approach● You are an excellent relationship builder● You have excellent oral and written communication skills● You are Fluent in Microsoft Office – Word, Powerpoint and Excel

	<ul style="list-style-type: none"> ● A formal education within Legal curriculum is mandatory , LLB or LLM. With at least 5 years of working experience preferable in Retail Regulatory space. ● Sound understanding of the following areas of law – Legal Metrology. Drugs and Cosmetics Act, Commercial laws etc. ● Ability to handle multiple matters concurrently ● Able to work well both independently and as part of a team. ● Able to communicate well and work in a cross-functional team to achieve common goals.\ ● You have a strategic and analytical mindset with strong planning and prioritizing skills that blends with legal and business needs.
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HOW YOU DO IT

Your behaviours: living the values, growth mindset, leadership (if applicable)

No matter what your role may be at H&M – WHAT you do is as important as HOW you do it. This part applies to all roles at H&M and should not be edited.

Our Values The spirit that defines our culture and reflects the heart and soul of H&M	Values in action Our values described as behaviours – shared by all H&M colleagues regardless of role		
<ul style="list-style-type: none">● We are one team● We believe in people● Entrepreneurial spirit● Constant improvement● Cost conscious● Straight forward and open minded● Keep it simple	TEAM PLAYER <ul style="list-style-type: none">● Being open minded● Communicating clearly● Enjoying teamwork● Being flexible	RESULT DRIVEN <ul style="list-style-type: none">● Working towards goals● Trying new things● Improving efficiency● Developing yourself	BUSINESS MINDED <ul style="list-style-type: none">● Focusing on customer value● Taking responsible decisions● Seeking opportunities● Seeing the bigger picture
Growth mindset (also called the agile mindset)	<ul style="list-style-type: none">● Positive attitude to change / embrace challenges / persevere in the face of failure● Desire to learn / putting effort to build new skills / learn from mistakes / ask for feedback and learn from it● Find inspiration in success of others		
Leadership (if applicable)	This part is currently under review and will be updated as soon as the new version is finalized.		