



SCAN FOR THE TEMPLATE

AI Compliance Lead

The AI Compliance Lead makes sure the organization's AI systems meet legal, regulatory policy obligations across their lifecycle. This template reflects how the role is scoped at regulated enterprises hiring today. Replace the **highlighted fields** with your specifics, trim what does not apply, and post.

Role summary

[Company] is hiring an AI Compliance Lead to own regulatory compliance for AI systems. Reporting to the [Chief Compliance Officer / Head of AI Governance], you will translate obligations from frameworks such as [EU AI Act / NIST AI RMF / sector rules] into working controls, run compliance reviews for new AI use cases, and prepare the organization for audits and regulatory engagement.

Key responsibilities

- **Regulatory mapping.** Track AI-related laws and standards such as the EU AI Act and [state and sector rules] and translate them into internal compliance requirements.
- **Use-case review.** Assess AI use cases against applicable obligations and document conformity, including required impact assessments.
- **Controls and evidence.** Define compliance controls, monitor adherence, and maintain audit-ready evidence.
- **Policy and standards.** Draft and maintain AI compliance policies, standards, and procedures.
- **Third-party AI.** Review vendor AI and model providers for compliance and contractual safeguards.
- **Regulatory engagement.** Prepare responses to regulators, auditors, and customers on AI compliance posture.
- **Enablement.** Educate business and technical teams on their AI compliance obligations.

Required qualifications

- [5 to 8] years in compliance, legal, audit, or risk, with recent exposure to AI or data regulation.
- Working knowledge of the EU AI Act and at least one governance framework such as NIST AI RMF or ISO/IEC 42001.
- Experience translating regulation into operational controls and documentation.
- Strong cross-functional skills across legal, engineering, and the business.

Preferred qualifications

- AIGP, CIPP, CRISC, or an equivalent governance, privacy, or risk certification.

- Experience in a regulated industry such as [financial services / healthcare / insurance / public sector].
- Familiarity with algorithmic impact assessments and model documentation standards.

About the team

[Describe the compliance function, how mature it is, and how AI compliance sits alongside existing programs. Candidates respond to honesty about whether they are joining a build or an established function.]
