

# Compliance Officer

GOVERNANCE · O\*NET 13-1041.00 · COMPLIANCE OFFICERS

COVER MORE GROUND ON COMPLIANCE WITH CLEANER RECORDS AND FASTER READING.

## 1 YOUR ROLE TODAY

Compliance officers keep the organisation on the right side of rules and risk. The judgement, the accountability and the difficult calls stay firmly human. The document reading, drafting and monitoring are where AI helps — with a strict eye on accuracy and confidentiality.

### WHAT THE JOB INVOLVES

- Monitor activities for compliance with laws and policies.
- Review documents, contracts and records.
- Advise the business on requirements and risk.
- Investigate issues and prepare reports.
- Maintain compliance records and registers.
- Keep up with changing regulation.

### SKILLS THAT MATTER MOST

- Reading comprehension
- Critical thinking
- Active listening
- Writing
- Judgement and decision-making
- Monitoring

O\*NET job zone: Job Zone 4 — considerable preparation.

## 2 THE FOUR COPILOT TOOLS

<b>COPILOT CHAT</b>	Free, secure chat. Works from the open web and anything you paste or upload. No access to your internal files unless you give it.
<b>M365 COPILOT</b>	Sits inside Word, Excel, PowerPoint, Outlook and Teams. Works on your own emails, files and meetings (only what you already have permission to see).
<b>COPILOT COWORK</b>	You hand over a longer job and it works through the steps, showing progress so you can steer. Good for multi-stage work that used to eat an afternoon.
<b>COPILOT AGENTS</b>	A custom helper you (or IT) set up once to handle a specific, repeatable job — answering a common question, triaging a queue, drafting from a template.

## 3 AI OPPORTUNITY MAP

Where the four tools fit the real work — with a practical example for each.

TASK	BEST TOOL	PRACTICAL EXAMPLE
Read and summarise a new regulation	<b>COPILOT CHAT</b>	Get a plain-English summary of a rule change, then confirm against the source.
Review a contract or policy for issues	<b>M365 COPILOT</b>	Ask Copilot in Word to flag clauses against your checklist; you make the call.
Draft a compliance report or note	<b>M365 COPILOT</b>	Draft the report from your findings, then verify every claim.
Answer recurring compliance questions	<b>COPILOT AGENTS</b>	An agent grounded in your policies that answers common questions and escalates the rest.
Pull together evidence for an audit	<b>COPILOT COWORK</b>	Delegate the routine assembly of records and a draft summary for review.
Compare two versions of a document	<b>M365 COPILOT</b>	Ask Copilot to list what changed between drafts.

## 4 SKILLS TO BUILD

The AI-literacy habits this role needs.

- Checking every AI claim against the actual rule — never cite AI alone.
- Keeping confidential and regulated data on approved tools only.
- Writing prompts that name the rule, the scope and the standard.
- Owning the judgement: AI flags, you decide.

## 5 GETTING STARTED — 3 QUICK WINS THIS WEEK

- ✓ Summarise one regulatory change this week, then confirm it against the text.
- ✓ Use Copilot to compare two versions of a policy.
- ✓ Draft a compliance note, then verify each point.

## 6 GETTING AHEAD — YOUR 90-DAY PLAN

**Days 1–30 · Get started** Use Chat and M365 Copilot to summarise rules and review documents. Verify everything against source.

**Days 31–60 · Build the habit** Delegate audit-evidence assembly to Cowork. Agree firm data rules for regulated content.

**Days 61–90 · Get ahead** Stand up a policy-answer agent with clear escalation. Keep a verification log for AI-assisted reviews.

## 7 WHERE TO LEARN NEXT

Four short intro courses, in order. Start at the top.

- 01** Start with Copilot Chat  
The no-risk way in. Ask, draft, summarise, compare. One hour.

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**02** Work inside M365 Copilot  
Use it in the apps you already live in: Outlook, Word, Excel, Teams.

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**03** Delegate with Copilot Cowork  
Hand over the multi-step jobs. Learn to brief, check and steer.

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**04** Build a Copilot Agent  
Turn your most repeated task into a helper that runs itself.

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Sources — Occupation overview: O\*NET 30.2, occupation 13-1041.00 ([oneline.org/link/summary/13-1041.00](https://oneline.org/link/summary/13-1041.00)) and the ESCO occupational profile ([esco.ec.europa.eu](https://esco.ec.europa.eu)). Copilot tool descriptions: Microsoft 365 Copilot and Copilot Cowork product documentation, Microsoft, May 2026. AI mapping and pathways: Craig Stanley Studio. Verify figures and policy against your own systems before acting.

