

ETHICAL COMPLIANCE OFFICER/REGULATORY LAWYER

Reports to	Director of Legal and Business Affairs
Direct Reports	None
Indirect Reports	None

Key Internal Relationships	Key External Relationships
Director of Legal and Business Affairs Working Group on Governance and Integrity Reform Council, Executive Board IAAF Leadership Team IAAF Officials IAAF Staff	Athletics Integrity Unit, Vetting Panel/Disciplinary Tribunal/Ethics Board Area Associations Member Federations Local Organising Committees

OVERVIEW

Engaging with all levels of the organisation including Council, Executive Board, leadership team and administrative staff, the Ethical Compliance Officer works closely with relevant Committees, Commissions and Working Groups to develop, implement and maintain policies and procedures for promoting and sustaining a culture of ethical conduct within the IAAF, including the delivery of training and education across the entire IAAF Family. Reporting directly to the Director of Legal and Business Affairs, he or she also supports the delivery of legal services to the organisation in relation to Regulatory matters and compliance with IAAF Rules and Regulations.

The Ethical Compliance Officer also has a close relationship with the Head of the Integrity Unit, for purposes of coordinating education on and enforcement of ethical policies and procedures, and for escalating potential ethical breaches to the Head of the Integrity Unit for further investigation following the Ethical Compliance Officer's preliminary review. The Ethical Compliance Officer also works with the Vetting Panel in conducting vetting of IAAF Officials.

WHAT YOU WILL BE DOING

Ethical Compliance

- Managing the overall programme of ethical policies, procedures and controls, including induction and on-going training and education of the IAAF Family; review of Reporting Statements, creation of Register of Interests, and conduct of Annual Compliance Review
- Providing detailed guidance for ethical conduct in the context of the Integrity Code of Conduct, including guidance on compliance with the Conflicts, Disclosures and Gifts Rules
- Liaising with the Vetting Panel in the vetting of applicants and existing IAAF Officials in accordance with the IAAF Vetting Rules
- Assisting in establishing and administering, as secretariat, the body responsible for overseeing IAAF Ethical Compliance)
- Leading in the implementation and maintenance of anti-bribery and anti-corruption controls and education programme
- Providing ad hoc advice on issues of ethical conduct to IAAF Staff

- Acting as Whistleblowing Officer
- Liaising with Area Associations and Member Federations and Organising Committees for practical guidance on ethical compliance.
- Following preliminary review, escalating potential ethical breaches to the Head of the Integrity Unit for investigation as required

Regulatory Legal Services

- Supporting the Director of Legal and Business Affairs in the delivery of legal services to the IAAF in relation to Regulatory matters and compliance with the IAAF Rules and Regulations.

HOW WE DO THINGS

We expect excellence and impeccable integrity from every member of our staff as well as the extended Athletics family. From you, we also expect:

- That you lead through example, inspiring high levels of engagement and commitment to compliance with the IAAF Rules and Regulations
- That you be a team player
- That you be an IAAF ambassador, communicating our culture and values internally and externally
- Commitment and loyalty, being prepared to work the necessary hours and at weekends as well as to travel extensively

WHAT YOU NEED TO HAVE

- Legal qualification, with at least 8 years post-qualification experience in compliance and regulatory matters
- Working knowledge of key elements of ethical compliance, gained through direct experience (for example, from working closely with compliance professionals in the financial services industry, or with internal auditors or risk managers) in supporting the implementation and enforcement of policies dealing with conflicts of interest and anti-bribery
- Able to create and maintain appropriate systems and controls for overseeing compliance programmes, including populating and maintaining databases and registers
- Able to adjust approach and methodology to ensure maximum impact in a sports governing body; interest in sport is not essential but highly desirable
- Ability to work effectively with all levels within the IAAF
- Ability to serve as a credible and effective representative of the IAAF's interests in dealing with its members as well as with external parties such as other international federations, the International Olympic Committee and the World Anti-Doping Agency
- Fluent English (speaking and writing) proficiency in French (speaking and writing) required, other languages a strong asset.

To apply, please send your CV and short covering letter in English to emploi@iaaf.org before 5th August 2017.