

<b>Job title</b>	Compliance Manager
<b>Department</b>	Global Health
<b>Location</b>	London, UK
<b>Reporting to</b>	Head of Programmes' Resource Unit
<b>Responsible for</b>	N/A
<b>Liaison with</b>	MSI Legal Team, Programme Managers, Director of Finance, Director of Programmes, Assistant Director of Programmes
<b>Hours</b>	Full-time, 35 hours per week
<b>Type of contract</b>	Permanent
<b>About Options</b>	
<p>We are a global team of experts and innovators tackling some of the world's most pressing health challenges. We work with leaders and change makers around the globe to bring health strategies to life. We provide ideas, advice and technical know-how that enable our partners to build a path to lasting change.</p> <p>With 30 years' experience in global health, we collaborate with our partners to explore existing evidence, combine expertise, scale up ideas and co-create solutions that accelerate change. This includes collaborating on policy design, managing initiatives, building powerful coalitions and galvanising social movements. Our impact is felt across whole communities, with a focus on women, girls and those who have been marginalised.</p> <p>As part of MSI Reproductive Choices, all our profits go back into supporting MSI's own work making choice possible around the world.</p> <p>We believe in a world where everyone can access the high-quality health services they need, without financial burden.</p>	
<b>Our values</b>	
<p>In line with our mission, we are committed to safeguarding the rights and welfare of our staff, partners, and the clients and communities we serve, and expect our team members to share our values and commitments. We are committed to the following principles:</p> <ul style="list-style-type: none"> <li>• Our expertise delivers sustainable impact.</li> <li>• Our work generates profit with a purpose.</li> <li>• Through growth and learning, we find new ways to solve complex problems.</li> <li>• We act with integrity, always.</li> <li>• We are building a truly equitable workplace.</li> </ul>	
<b>Main purpose of job</b>	

The Global Health Department is looking for a Compliance Manager to ensure that Options complies with both its donor compliance requirements and internal corporate policies.

The role involves oversight and guidance to Options' UK and international offices in implementing strong compliance practices in a range of areas including but not limited to data protection, due diligence and anti-dishonesty and bribery practices. It is anticipated the post-holder will set organisational compliance process and practices and facilitate the roll out and implementation of these across the organisation.

The Compliance Manager will be closely involved in Options' compliance programme and will seek to enhance and strengthen the current processes so that Options can ensure robust compliance with donor and all regulatory requirements whilst reducing risk.

The Compliance Manager will liaise with and be the point of contact with Options' parent company, MSI Reproductive Choices' legal team on prime and sub-contracts, and for complex contractual or legal advice that is outside of the remit of the post.

The key functions of the role include:

- **Corporate compliance:** Updating of organisational policy and roll-out of associated trainings to ensure staff compliance. Lead on donor declarations, required annual filings and management of internal compliance registers. Play a key role in corporate governance of all Options' internal entities.
- **Compliance systems and processes:** Maintain and improve organisational compliance procedures. This includes due diligence systems (for partners, grantees, suppliers), ensuring clear and documented processes which are fit for purpose, as well as improvements to Options' compliance programme as needed.
- **Compliance oversight and guidance:** Ensure appropriate tools, processes and knowledge are in place for programmes to undertake due diligence effectively and efficiently, maintaining oversight through expert guidance and quality assurance. Prepare and roll-out trainings for staff to facilitate this.
- **Relationship building:** Build a close and trusted relationship with MSI Reproductive Choices' legal team to ensure close collaboration and coordination in legal review, policy alignment and compliance process.

**Note: All levels of position in the organisation assume some degree of responsibility for safeguarding. Your accountabilities will align with the level and scope of the position and appropriate training will be provided.**

### Main duties

#### Policies and training

- Ensure legal and compliance policies and guidance are kept up-to-date and are widely available to all staff globally.
- Support and guide on policy interpretation and implementation including providing training as needed.
- Monitor uptake of training in the UK and internationally.

- Develop or update targeted training materials on key compliance matters to ensure core understanding is delivered to different teams and in different country contexts.

### **Corporate compliance**

- Provide advice on areas of donor compliance, including Options' compliance with the UN Global Compact and Anti-Trafficking legislation and FCDO Declaration, liaising with MSI Reproductive Choices' legal team as required.
- Monitor the organisation's compliance with a range of laws, policies and procedures with others. These include data protection and privacy laws, internal data protection policies and procedures, and policies and procedures relating to conflicts of interest and gifts and hospitality, amongst others. This will include monitoring the assignment of responsibilities and awareness training of staff involved in processing operations and related audits.
- Manage a range of registers such as conflicts of interest, anti-fraud and bribery and gifts and hospitality.
- Create and maintain all applicable registers and records including corporate records for Options and its subsidiaries and branches.
- Contribute, and where applicable coordinate, the establishment of new corporate entities required for Options' programme delivery, in close collaboration with Options' Management Group and MSI Reproductive Choices' legal team.

### **Liaison with MSI Reproductive Choices' legal team**

- Build a strong working relationship with the MSI Reproductive Choices legal team, acting as a 'gatekeeper' to ensure workload management for the legal team and timely feedback of Options' contracts for review.
- Leverage your position and this relationship to stay up to date on legal and compliance developments, provide guidance and feedback to Options to inform policy and process adaptations for improved ways of working.
- Develop and grow your professional skillset through collaboration and mentoring from the MSI team.

### **Due diligence and compliance oversight**

- Maintenance and improvement of due diligence processes for partners, suppliers and grantees. Includes recommending and rolling out adaptations to Options' Due Diligence frameworks to staff, particularly those responsible for conducting due diligence for programmes.
- Maintain and further develop tools to support staff in undertaking due diligence processes, identifying bottlenecks, risks and inefficiencies to inform improved process.
- Ensure well developed tools and processes are in place to facilitate programmes to lead their respective due diligence processes, while maintaining oversight and ensuring organisational policy is followed.
- Provide guidance and advice to programme staff on specific due diligence queries, and maintain oversight of due diligence processes to ensure organisational policy and procedures are being adhered to through quality assurance spot checks.
- Manage and maintain Options' due diligence and related registers.
- Ensure statutory due diligence checks in line with donor and national regulations prior to contracting are undertaken.
- Provide advice and support to internal teams on due diligence processes as and when needed.

- Ensure record vetting checks for partners, grantees suppliers, staff and consultants are conducted.

Please note that you may also be required to carry out reasonable, additional ad-hoc duties, at the request of your line manager.

## Key skills

- Team player
- Commercially aware
- Culturally sensitive
- Professional
- Able to work under pressure
- Proactive
- Able to work independently and with initiative

## Key experience

- Experience working for a busy legal or compliance department (whether in an organisation or a law firm)
- Excellent computer skills – must be highly proficient at Word, Microsoft Teams, Outlook, Excel, PowerPoint and SharePoint
- Experience in creating e-learning modules very much preferred
- Excellent organisational and record keeping skills
- Excellent oral communication skills
- Excellent research skills
- Excellent grammar and spelling
- Ability to prioritise
- Experience working in an international environment or with people in developing countries is an advantage

## Formal education/qualifications

- Degree (preferably but not necessarily a law degree)
- Either newly qualified lawyer or experienced paralegal (who has preferably completed the LPC) would be viewed positively

## Personal attributes

We recruit talented, dynamic people with diverse backgrounds and experiences, who are focussed on delivering sustainable impact in the countries where we work. We're proud to be an equal opportunities employer and are committed to creating a fully inclusive workplace, where everyone feels able to participate and contribute meaningfully. You must be open-minded, enthusiastic, solutions-oriented and committed to promoting equality across the organisation, and with those that we work with.

### For this role, we're looking for an individual who is:

- Dynamic and creative with the ability to show initiative.
- A team player, providing support and encouragement.

- Organised and process oriented, with an attention to detail and able to prioritise workload.
- Customer focused, responsive to changing priorities and demands.
- Strong communication skills and a team player.
- Ability to analyse complex problems in a structured manner whilst working under pressure.
- Focused on delivery with a 'can do' approach.
- Demonstrates Options' team member behaviours and professional self-development.

**Other essential requirements:**

- A strong supporter of the cause of family planning and a woman's right to safe abortion (pro-choice).
- Commitment to equal opportunities.
- A commitment to the programmes' and Options' principles of Safeguarding, Do No Harm, and to comprehensive sexual and reproductive health and rights.
- Fluency in written and spoken English.
- Candidates must have the legal right to work in the UK.

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

<b>Signed by:</b>	<b>Date:</b>
-------------------	--------------

<b>Version History</b> (For HR use only)	
Date JD reviewed by HR team member:	<b>17/06/2024</b>