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Oxford University Press is a department of the University of Oxford. It is our mission to further the University's objective of excellence in research, scholarship, and education by publishing worldwide.

Ethics and Compliance Manager, Education (Permanent position)

The primary focus of the role is to support the DECO in delivering and embedding the Oxford University Press (OUP) corporate ethics and compliance programme within the Education business. The key focus of this role will be on the Africa Branch. Under the direction of the DECO, this role will also promote an ethical business culture and business success through prevention and response to all client and stakeholder groups.

The Ethics and Compliance Manager will be reporting to the Divisional Ethics and Compliance Officer. This post is based in Nairobi, Kenya.

Principal Accountabilities:

1. Provide advice and guidance to the Education business regarding ethics and compliance related matters, in particular through membership of Education's Senior Management Teams and other project teams as required.
2. Working with the DECO and other colleagues in Ethics and Compliance, conduct Top-Down Risk Assessments, identifying ethics and compliance risks for responsible regions(s).
3. As directed by the DECO, and within defined timelines as per the divisional KPIs, conduct face to face training for staff in high-risk roles within responsible region(s). Ensure that all divisional staff and new starters take

part in annual ethical online training and other exercises, including first level review of Conflict-of-Interest Declarations.

4. Within defined timelines as per the divisional KPIs, conduct face to face training for all staff in non-high-risk roles, working with other Divisional Ethics and Compliance teams as required.
5. Ensure that all new Education third parties in responsible region(s) are subject to appropriate risk assessment and due diligence. For existing third parties, ensure that risk assessments and due diligence are revalidated on a regular basis and that due diligence remains up to date. This includes review and approval of low and medium risk third parties and review and first level approval of high-risk business partners prior to DECO review and approval.
6. Work with the business to ensure that all high-risk business activities and ethical marketing activities (EMA) in responsible region(s) are identified and that adequate due diligence has been carried out in accordance with the High-Risk Business Activity (HRBA) and Ethical Marketing policies. Conduct first level review and approval of HRBAs and EMAs prior to approval by the DECO.
7. Review and approval of gifts and hospitality and charitable giving submissions, in accordance with defined thresholds.
8. Report quarterly and annually to the DECO on KPIs and key issues related to the Programme across responsible region(s).
9. Meet with business partners, including agents and distributors, to reinforce OUP's commitment to ethical business practices. Manage day-to-day questions from employees and business partners regarding acceptable business practices and compliance with relevant policies.
10. Provide support to investigations as required.

Qualifications and Experience

- Experience of working in an Ethics and Compliance role (professional qualification preferred)
- Good understanding of bribery, fraud and other related risks and the types of processes/ controls for mitigating those risks
- Excellent verbal, written and interpersonal skills and the ability to work with all levels of management and staff, including executive leadership
- Experience of managing own workload
- Highly organized and able to communicate effectively and confidently and collaborate with team members and other cross-divisional colleagues
- Discrete and trustworthy as required to work with sensitive and confidential information

- Ability to adapt to a diverse range of situations and surroundings
- Broad knowledge of corporate processes, systems and organizational structures
- High personal integrity and excellent judgment
- Willingness to travel overseas if required

Attributes:

- Internal:
- Ethics and Compliance Team
 - Divisional Ethics and Compliance Officer,
 - Group Ethics and Compliance Officer
 - Managers and staff throughout the Press
 - Group Functions (Legal, HR, Internal Audit)
 - Other Divisional Ethics and Compliance staff

- External:
- Business Partners
 - Customers
 - Suppliers
 - Agents

Oxford Offers the following:

- Remuneration will be commensurate with experience
- Pension and medical aid benefits
- Statutory leave
- Training opportunities
- Engaging work in a rewarding and ethical environment.

For further details and to apply for the position, please visit our website:

<https://oxford.mcidirecthire.com/external/currentopportunities>

Oxford University Press, an equal opportunity employer, seeks a talented individual to fill this post in its Group Ethics and Compliance department based in the Nairobi, Kenya.

Closing date: 08 September 2023