

# Job Framework:

## Senior Policy Engagement & Ethics Advisor

General role information	
<b>Job Title:</b>	Senior Policy Engagement & Ethics Advisor
<b>Reporting to:</b>	Director of Legal, Safeguarding & Donor Compliance
<b>Career Level:</b>	7
<b>Salary Band:</b>	16
<b>Notice period:</b>	2 months
<b>Budget Responsibility</b>	No
<b>Direct Reports</b>	1
<b>Client/programme-facing role</b> (client/programme facing roles role involve travel to overseas programmes and/or interaction with clients)	Yes
About MSI	
<p>MSI Reproductive Choices is one of the world's leading providers of sexual and reproductive healthcare. We believe that everyone should have the right to choose. From contraception to safe abortion and life-saving post-abortion care, we are committed to delivering compassionate, affordable, high-quality services for all.</p> <p>Today, our organisation has over 9,000 team members working in 37 countries across the world. Our success lies in the fact that MSI teams are locally led, entrepreneurial and results-driven, and are passionate about delivering high quality, client-centred care in their own communities. As a social business, we focus on sustainable delivery, efficiency, and funding models that are built to last, so that the women and girls we serve today will have a choice in the future too.</p> <p>We know that access to reproductive choice is life changing. For some, it can mean the ability to complete an education or start a career. For others, it means being able to look after the family they already have. For everyone, it means the freedom to decide their own future, creating a fairer, more equal world. 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.</p>	
The Department / Team	
<p>The Legal, Safeguarding and Donor Compliance team provides key contractual, governance, compliance, and technical donor support to MSI's Global Support Office (<b>GSO</b>) and its international programmes. It also manages the Safeguarding, Anti-Fraud and Bribery (<b>AFB</b>), Data Privacy and Modern Slavery Programmes, ensuring MSI operates its programmes with ethics and integrity, protecting all those involved in the delivery and receipt of our work from harm and abuse, and safeguarding our mission from financial and reputational risk.</p>	
The Role	

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The Senior Policy Engagement & Ethics Advisor role supports the effective implementation of MSI's Safeguarding, Anti-Fraud and Bribery (incorporating Conflicts of Interests and Gifts), Data-Privacy and Anti-Modern Slavery work across the MSI Partnership. This includes designing and delivering effective behaviour change programmes promoting an in-depth understanding of the conduct expected of team members, creating a supportive organisational culture which values team member feedback, and quickly responds to concerns raised. The Senior Policy Engagement & Ethics Advisor will also be responsible for monitoring programmes and reporting on compliance in line with policy and donor expectations.

The post holder will be supported by, and manage, the Compliance Advisor and reports into the Director of Legal, Safeguarding and Donor Compliance.

### Key Responsibilities

#### **Behaviour Change - training, facilitation, collaboration (50%)**

- Develop and deliver face-to-face, remote, and e-learning programmes, inductions and webinars focused on Safeguarding, AFB, Data Privacy and Modern Slavery (the “**Core Subjects**”) to MSI staff and third parties
- Equip Country Programme trainers with the skills and resources to deliver effective behaviour change programmes supporting the core subjects
- Design learning and development on the core subjects including refresher trainings to be delivered by in-country teams
- Monitor and report on training activities and compliance
- Develop and roll out quarterly case studies supporting in-country senior management and team member awareness of nuanced safeguarding and fraud risks, increasing their capacity to respond
- Coordinate and co-facilitate both the quarterly AFB Community of Practice (**CoP**) and the Safeguarding CoP
- Support on modern slavery initiatives across Global Supply Chain and Procurement Tactical Networking Teams (TNT)
- Provide ad-hoc support to in-country teams on training as required

#### **Policy and Procedures (10%)**

- With support of the specialists in the LSDC team, lead on the development and updating of LSDC policy and guidance ensuring that MSI meets its legal, compliance, duty of care and donor obligations and keeps up to date with sector wide best practice. This includes:
  - MSI's Code of Conduct
  - Anti-Fraud and Bribery policies and standards, incorporating gifts and entertainment and conflicts of interest
  - Safeguarding policies and guidelines
  - Speaking Up policy and guidance
  - Anti-Modern Slavery and Human Trafficking statement, policy, and implementation guidelines
- Understand Data Privacy Standards and support LSDC specialists in implementation
- Feed the safeguarding and AFB perspective into cross-departmental policy and guidance as required
- Provide ad hoc advice and guidance on policy interpretation and implementation
- Embed Safeguarding, AFB and data privacy requirements within donor funded programmes

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### **Risk management (10%)**

- Ensure safe recruitment practices are effectively implemented across the MSI Partnership
- Support and review in-country and global programmes safeguarding risk assessments, providing advice on mitigation where required
- Where MSI is a consortium prime for a donor funded project, ensure external-partner due diligence assessments effectively mitigates safeguarding, fraud, and data privacy risks amongst partners, advising on recommendations and requirements to strengthen approaches as required
- Ensure the implementation of MSI's Modern Slavery Statement by working with the Global Supply Chain (**GSC**) team to ensure key risks are managed

### **Monitoring and Reporting (10%)**

- Develop and/or oversee assurance and monitoring mechanisms to ensure country teams adhere to core subject programme requirements, including mandatory training and ensuring that suspected or known policy violations, conflicts of interests and gifts are fully and accurately reported on in the relevant register and appropriate actions taken
- Develop and/or oversee the creation of appropriate reports to the Executive Team, Audit Committee and Board of Trustees
- Prepare and/or feed into reports for relevant donors, presenting on, or answering donor questions on compliance, incident trends and behaviour change initiatives as required
- On an annual basis re-publish MSI's Modern Slavery Statement and update MSI's UK Government Modern Slavery Assessment (MSAT)
- Feed the LSDC behaviour change perspective into MSI's annual report
- Advise on, monitor, and report on safeguarding and AFB compliance audits (conducted by Group Internal Audit) and other monitoring mechanisms such as the Pulse Engagement Survey's
- Work with regional teams to address core subject implementation and compliance concerns as required

### **Incident Management (10%)**

- Ensure all known or suspected safeguarding, data privacy, AFB and modern slavery concerns are quickly and accurately recorded on the relevant register by the relevant parties
- Support the Safeguarding Decision Committee process by coordinating meetings and ensuring a full and accurate record of all case documentation, and actions taken to improve process and prevent repeated similar incidents
- Oversee the AFB Decision Committee process and ensure it continues to work efficiently and those involved understand and implement their roles.
- Build capacity of in-country safeguarding investigators by advising on incident responses, investigation plans and interview questions as required

### **Leadership and Stakeholder Engagement (10%)**

- Passionately and energetically promote the core subjects and LSDC behaviour change programmes, their implementation and compliance across the MSI Partnership
- Build relationships with and partner with key stakeholders and cross-departmental teams such as HR, GSC, Client Experience & Pillar Teams (TSD), Programmes Design & Development and Finance to ensure LSDC behaviour change initiatives are embedded across all areas of MSI's operations
- Work closely with Country Directors, Safeguarding, AFB and Information Leads in country

as trusted partners in the implementation of LSDC's behaviour change programmes, providing one-to-one support where necessary

- Participate in relevant sector-wide community of practice sessions, to ensure MSI stays up to date with best practice

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

**To perform this role, it is essential that you have the following skills:**

- Excellent verbal and written communicator: ability to convey concepts and influence behaviour in plain English to non-technical audiences
- Ability to organise and prioritise workloads to meet deadlines
- A people centred approach and passion for working on people focused behaviour change initiatives
- Strong people skills: ability to build and manage relationships with other stakeholders quickly and effectively
- Ability to maintain confidentiality, recognising when to escalate issues and respond to urgent issues
- Excellent problem-solving skills, with ability to think laterally when confronted with problems
- Excellent report and policy writing skills
- Ability to work as part of a team and with cross-department stakeholders to deliver on projects

### Key Experience

**To perform this role, the following experience is essential / desirable:**

- Designing and delivering effective face-to-face and remote learning programmes and behaviour change initiatives (essential)
- Developing and implementing policies and guidance (essential)
- Incident investigation, documentation, and reporting (desirable)
- Familiarity with the Core Subjects or policy areas referenced above (desirable)
- Line manager responsibilities (desirable)
- Effectively managing stakeholder needs and expectations (essential)
- Managing a significant cross departmental and/or international workload which involves the need to prioritise, plan, collaborate etc (desirable)

**Note:** no formal experience in safeguarding, anti-fraud and bribery, data privacy and anti-modern slavery is required, though it is desirable

### Formal Education/qualification

- No formal education / qualification requirements

### Personal Attributes

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We recruit talented, dynamic people with diverse backgrounds and experiences, all united by a belief in our mission and a focus on delivering measurable results. 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, curious, resilient, and solutions-oriented, and be committed to promoting equality, and safeguarding the welfare of team members and clients alike.

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

- An energetic and motivational trainer with an ability to influence
- Pro-active and dedicated to improving all aspects of how LSDC's behaviour change programmes are implemented and managed
- Approachable and empathetic listener
- Strong interpersonal skills and customer focus, coupled with cultural sensitivity and awareness
- Resilient, flexible and thrives in fast-paced, dynamic environments'
- Ability to prioritise tasks rapidly and effectively
- High levels of integrity and a strong ethical sense
- Able to learn new technical subjects and implement them in an organised and relatable manner such that they create lasting impact
- Happy to do the required advice and administration inherent in the role

### Our Values

**Mission Driven:** With unwavering commitment, we exist to empower women and men to have children by choice not chance.

**Client Centered:** We are dedicated to our clients and work tirelessly to deliver high-quality, high-impact services that meet their individual needs.

**Accountable:** We are accountable for our actions and focus on results, ensuring long term sustainability and increasing the impact of the Partnership.

**Courageous:** We recruit and nurture talented, passionate, and brave people who have the courage to push boundaries, make tough decisions and challenge others in line with our mission.

**Resilient:** In challenging situations, we work together and support each other, adapting and learning to find solutions, whatever we're up against.

**Inclusive:** We believe that diversity is a strength. We all play our part in creating a culture where every team member can thrive, feel valued and contribute meaningfully to our mission, and where all our clients feel welcome and supported.

### Signature

By signing below, you indicate that you have read and agree to this job description.

**Full name:**

**Signature:**

**Date:**

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