



Job Title	Marketing Compliance Associate
Job Level	5
Location	New York
Business Unit	US Legal
Function	US Legal
Leader	US Commercial Counsel
People Leadership	n/a
Role Purpose	
To assist the US legal team in supporting the US marketing and commercial teams navigate applicable rules and regulations.	
Responsibilities	
<ul style="list-style-type: none"> • Act as point of contact to support and advise the WG&S sales and marketing personnel on aspects of US Federal and state trade practice laws, compliance with the DISCUS and WG&S Code of Marketing Practice relating to the Company’s advertising and promotional activities in the USA • Maintain the Company’s legal compliance resources, including apps, reference sheets, regulatory summaries, guidance notes, state matrices and monthly industry litigation and regulation updates • Draft regulatory research summaries on various hot button federal and state trade practice issues for review by US Commercial Counsel or General Counsel, Americas • Support the branded business unit in filing certificate of label approvals (COLAs) for new WG&S products • Prepare and deliver legal and compliance training presentations and other educational efforts alongside other members of the legal team as needed • Attend legal and industry seminars in the area of marketing code and trade practice compliance as needed • Support the lobbying and corporate affairs work of the US legal team in so far as it related to marketing code and trade practice regulatory changes • Support the global legal team’s compliance initiatives in rolling out messaging, communications or supporting training initiatives in the areas of Data Protection, Anti Bribery and Corruption, Antitrust Compliance and the WG&S Marketing Code • Work with external specialists and attorneys under the direction and supervision of the US Commercial Counsel or General Counsel, Americas • Periodically scrub various WG&S social media channels to ensure compliance with all TTB, FTC, and state regulatory agency guidelines • Act as the first set of eyes in reviewing invoice terms, sponsorship agreements, and various event agreements to ensure trade practice compliance • Research brands’ policies and procedures and recommend required changes to ensure compliance 	



Values



BE PROUD
We are proud of our brands, our heritage, and our commitment to superior quality in our products



BE RESPONSIBLE
We expect every individual and their teams to be accountable and to perform to their full potential



BE SUSTAINABLE
We wish to make a positive contribution to our communities and to our environment



BE PROFESSIONAL
We value integrity, transparency, professionalism and constructive debate within a team working culture



BE ENTREPRENEURIAL
We foster a forward thinking and innovative culture that recognises the need for innovative thinking and continuous improvement



THINK LONG TERM
We are proud of our brands, our heritage, and our commitment to superior quality in our products

Core Competencies:

Learning and Researching

- Rapidly learns new tasks and commits information to memory quickly
- Demonstrates a rapid understanding of newly presented information
- Gathers comprehensive information to support decision making
- Encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and customer feedback).
- Manages knowledge (collects, classifies and disseminates knowledge of use to the organisation)

Analysing

- Analyses numerical data, verbal data and all other sources of information
- Breaks information into component parts, patterns and relationships
- Probes for further information or greater understanding of a problem
- Makes rational judgements from the available information and analysis
- Produces workable solutions to a range of problems.
- Demonstrates an understanding of how one issue may be a part of a much larger system.

Relating and Networking

- Establishes good relationships with customers and staff
- Builds wide and effective networks of contacts inside and outside the organisation
- Relates well to people at all levels
- Manages conflict
- Uses humour appropriately to enhance relationships with others

Planning and Organising

- Sets clearly defined objectives
- Plans activities and projects well in advance and takes account of possible changing circumstances
- Identifies and organises resources needed to accomplish tasks
- Manages time effectively
- Monitors performance against deadlines and milestones

Delivering Results & Meeting Customer Expectations

- Focuses on customer needs and satisfaction
- Sets high standards for quality and quantity
- Monitors and maintains quality and productivity
- Works in a systematic, methodical and orderly way
- Consistently achieves project goals.

Following Instructions & Procedures

- Appropriately follows instructions from others without unnecessarily challenging authority
- Follows procedures and policies
- Keeps to schedules; arrives punctually for work and meetings
- Demonstrates commitment to the organisation
- Complies with legal obligations and safety requirements of the role.



Skills and Qualifications:

Essential

- BA degree or similar
- Computer Literate – Word, Excel, PowerPoint
- High levels of personal integrity, honesty and professionalism
- Self-motivated with a positive attitude
- Self-starter and open to direction/critique
- Embraces change and drives new thinking
- Clerical experience preferably in a legal environment or in the drinks industry
- Ability to prioritize and multitask
- Ability to adapt and adjust to a changing work environment
- Strong communication, interpersonal, relationship management, problem-solving and task management skills.
- Ability to process/digest complex information and distil into a comprehensive presentation or outline
- A passion for people and hospitality.

Desirable

- Experience working with the industry software package, ShipCompliant
- Meticulous attention to detail in all matters, including strong contract and creative reviewing and revising skills.
- First hand user experience with social media and/or blogs (specifically Instagram, facebook, and twitter)
- Familiarity with and/or an ability to learn quickly and on an ongoing basis the relevant contents of the DISCUS Code, WG&S Code of Marketing, Title 27 of the Code of Federal Regulations and the state by state trade practice laws
- Confident public speaker with experience in delivering training
- Ability to exercise discretion and good independent judgment with respect to matters of significance.