

HEAD OF LEGAL COMPLIANCE

Job Title	Head Of Legal Compliance
Business Unit / Group Function	Central Services
BU Team / Sub-Function	Legal
Location	Global
Leader	Group General Counsel
People Leadership	Yes
Job Level	3A
<p>Role Purpose</p> <p>Manage and lead the design, development and implementation of a comprehensive compliance programme to ensure that WG&S has the policies and processes in place to appropriately manage legal and other risk. Lead the compliance function and oversee the delivery of the various facets of the compliance programme. To report to the Executive Board on compliance matters and to update them regularly on all compliance issues. To oversee Company Secretarial provision at WG&S.</p>	
<p>Accountabilities</p> <ul style="list-style-type: none"> • Be accountable for the design, development and maintenance of a global compliance programme, covering without limitation, US and EU sanctions, ABC, AML, GDPR and Antitrust and covering WG&S principal policies and Code of Ethics. • As part of the overall programme design, develop and implement a comprehensive, compliance training and assurance plan to drive focus on compliance and culture change. • Review proposed action plans to ensure compliance and provide advice to all areas of WG&S on managing their own compliance and processes for doing so. • Recruit, develop and lead a team of compliance practitioners to deliver and implement the compliance agenda and to monitor areas of legal compliance. • Oversee the management of the Speak Up helpline and the investigations of matters arising from Speak Up and ensure that all compliance breaches are investigated properly and processes and policy improvements are implemented in response. • Develop and implement an investigations policy to ensure that breaches are handled in a consistent and equitable manner. Manage legal compliance investigations, often working directly with outside counsel, and other corporate support functions (e.g., Internal Audit, Global Security, HR). • Report to the Executive Board on relevant legal developments as they occur and analyse their applicability to WG&S activities and objectives. • Provide regular reporting to the Audit Committee and the Executive Board on all compliance matters arising. • Ongoing review of Company policies and practices to ensure compliance and ensure that they are reviewed and where required updated by their owners on an annual basis. • Develop and implement mechanisms for detecting, reporting and correcting breaches of policy or the Code of Ethics so as to ensure minimal impact and optimal correction. • Represent WG&S in the event of administrative or law enforcement audits, investigations or litigation. • Prepare for the possibility of audits and investigations by developing strategies, maintaining records and designing procedures to be applied. • Conduct periodic legal compliance risk assessments to assess effectiveness of compliance systems, identify gaps and develop remediation plan and work with the Internal Audit team to ensure that they are clear on the areas of compliance risk for the organisation. • Maintain awareness of evolving trends and risks, and regulatory regimes that could impact the business. • Manage the legal budget for the Compliance team to ensure that WG&S receives value for money in the purchasing of such services balancing cost with expertise and value adding services. 	

- Assist the Group General Counsel in leading and developing the legal function in the right way and that training is provided to ensure that the function is up to date with substantive legal issues and in terms of overall performance in an in house environment.

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