



ROLE PROFILE:

Commonwealth Games Federation – Ethics Officer

MAIN PURPOSE OF THE ROLE	
<p>The CGF Ethics Officer is the person appointed by the CGF Executive Board to manage ethical and conduct cases as and when they arise under the CGF Code of Ethics and Conduct (the Code). The Ethics Officer will be given resource, support, independence, and opportunity to fulfil their duties. The post is therefore part time and a charging structure will be agreed with the Ethics Officer to compensate for work done and reasonable expenses.</p>	
<p>TERM OF OFFICE: Initial term of three years up to the General Assembly in 2023. The CGF Ethics Officer may be reappointed for a further term.</p>	
<p>REPORTS TO: Chair of the Ethics Commission</p>	<p>DIRECT REPORTS: None</p>
KEY RESPONSIBILITIES	
<p>The key responsibilities of the CGF Ethics Officer are established in the Code; they include but are not limited to:</p> <ul style="list-style-type: none"> • providing assistance on conduct matters and good governance to the CGF; • educating Covered Persons on the proper interpretation and application of the Code and related policies and procedures (and more generally to raise awareness in respect of conduct matters); • monitoring the development of conduct issues and recommend updates to the Code and related policies and procedures; • leading investigations into suspected breaches of the Code and, where appropriate, initiating proceedings where they believe that a Covered Person has a case to answer for breach of the Code; and • to carry out such other responsibilities as may be allocated to them by the CGF from time to time. 	
PERSON SPECIFICATION	
<ul style="list-style-type: none"> • Have a recognised professional legal qualification in a Commonwealth jurisdiction. • Have at least 10 years senior level experience in corporate governance, dispute resolution and disciplinary investigations and hearings preferably within the sports sector. • Have a proven track record of managing high-profile disputes and /or disciplinary cases. • Sufficient IT and administration skills to manage a global case load. • Demonstrate effective communication skills together with highly developed political, diplomatic and cultural awareness. • Uphold the highest standards of integrity and probity especially in relation to confidentiality and conflicts of interests. • Independence from the CGF, its members and key stakeholders. 	