

**SOUTHERN COMPANY GAS
JOB DESCRIPTION**

Job Title:	Ethics and Compliance Consultant	Job Code:	013353
Reports to:	Director, Ethics & Compliance	Salary Grade:	GSCO-5
Number of Direct Reports and Job Titles:	0	FLSA Status:	Exempt
Company Name:	Southern Company Gas	Effective Date:	5/24/2019
Dept#/Name:	1065 – Corporate Compliance	Reviewed By:	
Location:	Atlanta	Date Reviewed:	5/24/2019

Job Summary: The position provides confidential, neutral, and independent investigations of alleged misconduct of the company’s employees and agents, whether the alleged conduct might be considered illegal or unethical, and possible violations of company policies, laws, or regulations. The consultant will ensure that issues are properly investigated, facts identified, and investigative results are discussed with appropriate management. In addition, the consultant is responsible for providing training to managers and employees regarding ethics and developing and coordinating the communication strategies and tactics for the Ethics and Compliance Department.

[Check primary focus: Commercial Operations Shared Service]

Job Responsibilities & Accountabilities by Competency

Functional Expertise:	Criticality:
• Support/lead special projects and serve on various committees as requested	2
• Develop, assess, review and implement the Compliance & Ethics Training and Communications	1
• Lead internal compliance investigations including but not limited to development of strategy and plan; performing interviews; timely completion of investigation; ensuring appropriate facts are reflected in written report, etc.	1
• Working knowledge of HR policies and practices, employment laws, and labor issues.	1
• Effective coordination and investigation skills including planning, interviewing, listening, gathering, and analyzing information, developing appropriate win-win resolutions.	2
• Ability to maintain confidential information	1
Business Acumen:	
• Assures annual review of policies and procedures related to the Company’s ethics and compliance program.	2
• GAS Policy Management including policy development, review, publishing, retaining historical versions for litigation/investigations. Maintains the central repository of current Company-wide policies and procedures and assures the repository is accessible to all employees. Coordinates with policy owners the appropriate vetting of new or amended Company-wide policy and coordinates review and approval of policies by the Ethics and	2

Compliance Committee.	
<ul style="list-style-type: none"> Manages the process for assuring that owners of Company-wide policy periodically review and update policies and provide appropriate training and communication regarding policies. 	2
<ul style="list-style-type: none"> Review and provide consolidated reporting as required for the Compliance organization. 	1
<ul style="list-style-type: none"> Effective problem solving ability and ability to relate and compare data from different sources, identify issues or potential issues, secure relevant information, critically and objectively evaluate situations, and make sound factual decisions. 	1
<u>Engagement:</u>	Criticality:
<ul style="list-style-type: none"> Ability to tolerate stress and provide a stable level of performance under pressure and/or opposition. Must maintain a controlled demeanor, composure, and objectivity when confronted with difficult issues. 	1
<ul style="list-style-type: none"> Strong interpersonal, facilitative, negotiating, and presentation skills to effectively communicate, and consult with senior management, employees, and contractors. 	1
<ul style="list-style-type: none"> Ability to effectively deliver difficult messages to all levels of employees and management. 	1
<ul style="list-style-type: none"> Work with the Concerns Manager to initiate appropriate and effective program communication and training to ensure that all employees and contractors are aware of the Concerns Program and how it works. 	1
<u>Driving Results:</u>	
<ul style="list-style-type: none"> Maintain and update intranet content for Gas Compliance Organization 	1
<ul style="list-style-type: none"> Participate in the New Employee Orientation training, New Supervisor training, providing new employees with information about the Compliance and Concerns program and processes, and their Duty to Act. 	1
<ul style="list-style-type: none"> Tracks and reports on annual Code of Conduct training, mandatory for all employees 	1
<ul style="list-style-type: none"> Coordinates annual Compliance Questionnaire including communications for employees. Resolve exceptions for the Compliance Questionnaire. 	1

Qualifications

Education, Certifications/Licenses:

Required: 4-year college degree

Preferred:

Related Work Experience:

Required:

- 3-5 years of investigation experience
- Knowledge of principles of corporate governance, compliance and ethics

- Knowledge of enterprise risk management

Preferred: Knowledge of regulated utility industry and of Company policies and procedures.

Specific Skills & Knowledge:

Required:

Strong oral and written communication, evaluation, and analytical skills

Training/Facilitation

Ability to conduct and lead confidential and sensitive investigations

Demonstrate an ability to prepare written and electronic reports in a clear and concise manner.

Good critical thinking skills.

Possess intermediary computer skills (i.e., Word, Excel, MS Outlook, etc.) for effective program administration.

Ability to interact effectively with others

Flexibility to changing demands and establishing priorities

Working Conditions/Physical Requirements:

The incumbent works in an office environment. Intermediate travel requirements (20% - 30%).

Trips may require air travel and/or overnight stay away from home for one or more nights.

Disclaimer:

This information describes the general nature and level of work performed by employees in this job. The description is not designed to be a comprehensive inventory of duties, responsibilities and qualifications required in the job. Reasonable accommodations may be made to qualified disabled individuals for performance of essential duties and responsibilities.