

The Institute of Business Ethics (IBE) is seeking to recruit a Business Ethics Adviser.

This is an exciting new role within our Advisory, Research and Training team and is crucial to the IBE strategy. The successful candidate will contribute to the development of a comprehensive range of services, designed to assist the IBE's supporter organisations, adding value to the work of the IBE and for our current and future supporters.

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|------------------------|--|
| POST: | Business Ethics Adviser |
| Remuneration: | Between £35,000 - £45,000 - depending on experience. |
| Contract: | Permanent |
| Hours: | Full time |
| Location: | Your normal place of work will be at home. You will be required to attend monthly team meetings in London and to travel to client sites as needed. |
| Responsible to: | Deputy Director |

The role of the [Institute of Business Ethics](#) is to champion the highest standards of ethical behaviour in business through research, and the provision of a range of educational and advisory services.

Purpose of the role:

The Business Ethics Adviser will support the development and delivery of the IBE's work advising businesses on how to maintain the highest ethical standards. The successful candidate will work closely with senior colleagues and will also support the research projects that underpin the publications, training, and advisory work we deliver.

Full training will be provided on the IBE's methods, but some experience of providing or coordinating the provision of business advice would be an advantage, as would some knowledge of business ethics.

[Supporting Documents for Business Ethics Adviser.](#)

Application Instructions

Interested candidates are requested to submit the following documents to Judi Wright, j.wright@ibe.org.uk by **1 March 2023**—with the Subject Line, "Business Ethics Adviser for IBE".

1. Letter of application not exceeding one page outlining relevant experience and suitability for the job, and what attracts you to the Institute of Business Ethics.
2. A full CV with contact details.

All applicants must be legally eligible to work in the UK.

Equality, Diversity, and Inclusion: The IBE is committed to equality, diversity, and inclusion. We are an equal opportunities employer and encourage applications from all suitably qualified persons regardless of their race, sex, disability, religion/ belief, sexual orientation, or age.

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| Responsible To: | Deputy Director |
| Line Reports: | None |
| Budget Responsibility: | None |

Background

The [Institute of Business Ethics](http://www.ibe.org.uk) is a registered charity whose purpose is to champion the highest standards of ethical behaviour in business. We are an important partner to any business wanting to preserve its long-term reputation by doing business in the right way. The IBE provides a valued programme of research, events, publications, training, and support activities.

Our supporter base comprises organisations of varying sizes from a range of sectors who pay us an annual fee and receive advice on how to strengthen their ethical culture by sharing knowledge and good practice. The IBE's work is shaped by our engagement with our supporters and insights from our network.

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Key responsibilities:

- Coordinate the advisory work supporting clients to deliver their business ethics programme. Undertake advisory projects (e.g., review materials, prepare reports, draft codes, and policies, follow up to advise on implementation), including client liaison.
- Support ethics practitioners to develop their strategy.
- Support IBE research programme, through the collection, analysis and presentation of data and other material.
- Prepare publications and other outputs. (e.g., briefings, reports, blogs).
- Support the preparation of training materials.
- Provide support to the Deputy Director and senior team, as requested.
- Perform other duties, as relevant.

Key Selection Criteria (Essential / Desirable)

- E - Some experience of advising and supporting businesses on ethics, responsible business, or related topics. (Possibly experience from working in a professional body or institute)
- E - Evidence of presentation skills
- E - Experience of successfully planning and developing work programmes.
- D - A clear interest in applied business ethics

Demonstrated skills and competencies.

- Outstanding written and oral communication skills
- Strong interpersonal skills, with the ability to work in a small team, as well as independently.
- Strong attention to detail.
- Problem solving expertise, creativity, and flexibility.
- Ability to multitask and continually evaluate priorities.

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Benefits: Statutory annual leave entitlement (25 days plus bank holidays FTE pro rata), with 3 days additional Christmas closure. A contributory work-based pension scheme is provided.