

## The Institute of Business Ethics (IBE) is seeking a F/T Deputy Director

The Institute of Business Ethics is looking to appoint a Deputy Director to work alongside the Institute's Director, Dr Ian Peters MBE.

### About the IBE

The IBE 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. With a valued programme of research, events and support activities there has never been a better time to join us! 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. [IBE on the web](#)

### About the Role

This is a new post which reflects the IBE's ambition to raise its profile and ensure its activities match the needs of the business community.

The Deputy Director will make a key contribution to the leadership of the Institute, contributing to the development of strategy and the delivery of its purpose.

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The main day-to-day focus of the role will be to lead the IBE's research, thought leadership and corporate advisory services, including training.

Specifically, the post-holder will:

- Lead the development of existing and new advisory services and training programmes and other advisory initiatives
- Lead the delivery of advisory work for supporters and other clients
- Lead on design and delivery of training courses (public and corporate) on various aspects of business ethics to different audiences
- Lead the IBE's research and thought leadership programme
- Speak at conferences, webinars and other relevant events.
- Contribute blogs, articles, etc for IBE or external media opportunities
- Participate in stakeholder panels and research groups

The Deputy Director will also work closely with the IBE's two Associate Directors as well as with the wider management team.

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### Candidate profile

The ideal candidate will have experience working in ethics or compliance or a related area in a corporate environment, or in a related area of research or consultancy. It is not expected that the successful candidate will have experience in every aspect of the role as training and coaching will be provided.

Candidates should have management experience, excellent communication skills and strong analytical skills, together with an active interest in applied business ethics, and the attributes to be a senior ambassador for the IBE.

Relevant candidates will be able to provide evidence of:

**Essential:**

- An active interest in applied business ethics
- Practical commercial business experience of sufficient depth and breadth
- Excellent interpersonal skills with empathy and ability to work in a small team
- Eligibility to work in the UK

**Desirable:**

- Evidence of facilitating training courses
- Some experience in an external-facing role

**Please note – The IBE is currently operating as a hybrid organisation with a mix of home and office-based working arrangements.**

**Timetable: Dates**

Closing date for applications: Midnight, Monday 2 May 2022

Interviews will be held online, between 9 and 20 May 2022.

**To Apply:**

To apply please send your CV with a supporting statement, detailing your interest and the specific experience that makes you suitable for this role and what attracts you to the IBE.

Please also include your current salary.

**Applications should be addressed to Dr Ian Peters and received by Midnight on 2 May via email to [j.wright@ibe.org.uk](mailto:j.wright@ibe.org.uk)**

**If you would like an informal chat about the role with Ian Peters please contact [j.wright@ibe.org.uk](mailto:j.wright@ibe.org.uk)**

## Job Description

Job Title:	Deputy Director
Responsible To:	Director, IBE
Works With:	Associate Director, (Research)
Line Reports:	Senior Researchers, Researchers, Research Associates
Budget Responsibility:	Area: tbd
	Amount: tbd

**Purpose of your role:**

- (a) Contribute to and lead the IBE’s Advisory Services strategy
- (b) Contribute to and lead the IBE’s Research and Thought Leadership strategy
- (c) Contribute to the IBE’s leadership
- (d) Enhance external profile through external engagement

**Key Responsibilities of the role:**

**Advisory services**

The IBE provides a range of advisory services for its corporate clients including surveys, benchmarking, code and other reviews and training. You will:

- Lead advisory work projects for Supporters and other clients
- Lead on design and delivery of training courses (public and corporate) on different aspects of business ethics to different audiences
- Ensure prompt response to any research-related queries from IBE supporters and other clients
- Lead the development of existing and new advisory services and training programmes and other advisory initiatives

**Research and thought leadership**

Working with the Associate Director (Research), management and execution of research projects, involving different internal and external stakeholders. This includes:

- Drafting and producing research projects
- Data collection and analysis (including desktop research, surveys, in-depth interviews and workshops)
- Writing and/or editing research reports and other outputs
- Leading the Research Hub team
- Managing external suppliers

**External engagement**

- Speaking engagements at selected conferences, webinars and other relevant events

**Approximate proportion of time spent on each part of the job:**

Research and thought leadership activities: 35%  
 Advisory work: 35%  
 Training: 10%  
 External engagement: 5%  
 Professionals against Corruption (PaC) 5%  
 Management and other activities: 10%

<ul style="list-style-type: none"><li>• Writing blog pieces, articles, etc for IBE or external media opportunities</li><li>• Providing external media comment</li><li>• Contribution to or membership of stakeholder panels and research groups</li></ul> <p><b>Professions against Corruption (PaC)</b></p> <ul style="list-style-type: none"><li>• Secretary of PaC, including management of specific research and training projects (e.g. discussion papers, training modules)</li></ul> <p><b>Management and leadership</b></p> <ul style="list-style-type: none"><li>• Contribute to the IBE's strategy and leadership</li><li>• Participate in the management team working closely with the managers and Associate Directors</li><li>• Deputise for the Director as appropriate</li></ul> <p><b>People management</b></p> <ul style="list-style-type: none"><li>• Managing the Research and Advisory Team and any other team members from time to time (e.g. interns), which includes performance management and skills building</li><li>• Managing any associates that the IBE might use on an <i>ad hoc</i> basis</li></ul>	
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Date: 25 March 2022