

Who We Are

We are one of the world's largest independent exploration and production companies, based on proved reserves and production of liquids and natural gas. With operations and activities in 13 countries, we explore for, develop, and produce crude oil and natural gas globally. We are challenged with an important job to safely find and deliver energy to the world. Our employees are critical to our success, and with them we power civilization.

We're grounded by our SPIRIT Values – safety, people, integrity, responsibility, innovation, and teamwork. These values position us to deliver strong performance in a dynamic business – but not at all costs. We believe it's not just what we do – it's how we do it – that sets us apart.

We strive to make a significant difference in the communities where we live and operate. We create an inclusive environment that values all voices and opinions. Together, the different backgrounds, experiences, ideas, and perspectives of our employees drive our success.

Description

The Global Compliance Senior Counsel will report to Managing Counsel, Global Compliance and Ethics.

You may be eligible for the voluntary hybrid office work (HOW) program that is designed to provide employees with flexibility while maintaining the advantages of in-person engagement.

Your responsibilities may include:

- Review, draft and update compliance policies
- Develop and coordinate global compliance risk assessment
- Provide guidance to company personnel on compliance with laws
- Lead compliance due diligence efforts and provide guidance on results
- Develop and present compliance training
- Assist with global compliance audit program and annual certification

Qualifications - External Basic/Required:

- Must be legally authorized to work in the United States as a U.S. citizen or national, or an alien admitted as a permanent resident, refugee or asylee
- Juris doctorate from accredited law school or foreign equivalent
- 7+ years of experience working as an attorney in a law firm or corporate environment
- 1+ years of experience in preparing and presenting oral and written opinions, reports, correspondence and presentations
- Valid Driver's License
- Willing and able (with or without reasonable accommodation) to travel up to 15% on a yearly basis

Preferred:

- 3+ years of experience as an attorney in a law firm or corporate environment working primarily on legal compliance matters
- 1+ years of experience writing compliance policies
- 1+ years of experience giving in-person training in ethics or compliance areas
- 1+ years of experience performing risk assessments

- 1+ years of experience with third party due diligence
- 1+ years of experience with internal or government investigations
- Expert level of knowledge in one of the following compliance areas: anticorruption, antitrust, economic sanctions, export control or US political activities
- Intermediate level of knowledge and experience with ethics and compliance policies and processes
- Ability to communicate with executive management, legal management, and internal business clients easily and effectively
- Ability to work independently within broadly defined objectives, performing job functions without extensive supervision
- Actively seeks out diverse people and organizations to collectively achieve business goals
- Exceptional writing skills
- Delivers positive results through realistic planning to accomplish goals
- Listens actively and invites new ideas for exchanged opinions, then influences and acts to drive positive performance and achieve results
- Builds positive relationships based on trust and seeks collaboration across organizational boundaries to achieve goals
- Analyzes stakeholder needs, global, political, and market trends to understand how they shape the future and impact business results

To be considered for this position you must complete the entire application process, which includes answering all prescreening questions and providing your eSignature on or before the requisition closing date of **May 8, 2023**.

Candidates for this U.S. position must be a U.S. citizen or national, or an alien admitted as permanent resident, refugee, asylee or temporary resident under 8 U.S.C. 1160(a) or 1255(a) (1). Individuals with temporary visas such as A, B, C, D, E, F, G, H, I, J, L, M, NATO, O, P, Q, R or TN or who need sponsorship for work authorization in the United States now or in the future, are not eligible for hire.

ConocoPhillips is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, veteran status, gender identity or expression, genetic information or any other legally protected status.