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The purpose of Enterprise Business Conduct is to lead the organizational design, implementation, and enforcement of an effective compliance and ethics program (the "Program"). The purpose of the Program is to promote an organizational culture that encourages a strong commitment to compliance with applicable laws and regulations and ethical conduct.

The Governance of Personal Information (GPI) Governance Team is responsible for creating and implementing a personal information policy and standards that ensure PI is protected in partnership with information security, data governance and privacy and includes ensuring people are trained and educated on these policies.

The Governance of Personal Information – Sr Consultant I will drive the enterprise PI strategy in partnership with the GPI Lead and Manager. The role implements programs and projects that will increase and improve the awareness and effectiveness of the GPI program and will help with measurements as needed. This role is responsible for working with stakeholders to represent the business needs and partnering with Technology to drive key initiatives within GPI. Provides assistance to the Governance Lead.

Designs, implements and collaborates with clients on program elements and actions plans as they relate to the areas of Personal Information and Privacy. Provides support and advice on complex matters. Manages and executes projects of moderate complexity that impacts team results. Leads through strong communication skills, mentoring others and delegating work. Manages and supports projects related to the program such as Personal Information

Key Responsibilities

- ♣ Manage and implement projects that support the Personal Information strategy with oversight from GPI Lead and Manager
- ♣ Contribute to the common vision by elevating the organizations' commitment to clean, reliable, and accurate personal information data of both the customer and business by
- ♣ Coordinate and implement solutions and curriculum aligned to individual, business unit and strategic business objectives
- ♣ Assists with integrated, multi-track GPI projects and/or programs in developing high quality deliverables, performance expectations, risk mitigation, and process development
- ♣ Partners with subject matter experts within Allstate as well as leads in other areas to ensure PI curriculum is relevant and applicable to learners
- ♣ Contributes to GPI project milestones associated with specific data & analytics projects or activities within own department or workgroup
- ♣ Sets project timeframes for self and team members based on GPI project objectives and ongoing assignments
- ♣ Manages work through a cohesive plan that outlines objectives, timelines, risks, and deliverables enabling the movement of the most important work forward
- ♣ Proactively communicates risks, issues and status to leadership and key stakeholders
- ♣ Benchmarks, defines and documents GPI processes and methodologies
- ♣ Contributes to GPI strategic decisions

Job Qualifications

- Bachelor's Degree preferred; 3 or more years of experience
- Advanced Microsoft Office skills: Word, Excel, PowerPoint
- Is analytical and detail oriented; able to identify, prioritize and solve problems effectively
- Basic to intermediate budget management skills
- Able to work in a diverse, multi-office environment
- Basic to intermediate business acumen
- Intermediate to advanced training development and delivery abilities
- Ability to deliver effective presentations and demonstrate influencing skills
- Excellent presentation skills; dynamically (persuasively) presenting ideas to management
- Functions autonomously and delivers results while keeping management informed of work progress and escalates issues as appropriate
- Ability to manage, and leverage relationships with internal and external partners
- Personal initiative (high level of motivation/self-starter; ability to work independently as well as on teams)
- Manage multiple priorities given aggressive timelines; comfortable performing in a fast paced, dynamic and ambiguous business environment; manage both internal and external resources
- Ability to inspire trust and influence management
- Creative and innovative thinking
- Insurance, financial, legal, or compliance industry experience preferred
- Demonstrates ethics and integrity

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