



AI/Gen AI policy and ethics officer

Establishes and maintains governance frameworks to ensure ethical Gen AI use, focusing on transparency, accountability, and trust

Critical work functions	Key activities
Creation of a culture of ethics and risk awareness and management	Drive a culture of literacy in technology risk and ethics as a key emerging operational risk area Advocate for a culture of ethical awareness and active risk management across the organization Adjust enterprise strategies, policies, and frameworks to reflect new and/or changing trends and practices
Development and implementation of ethics, risk, and control frameworks	Contribute to the research on potential ethical risk considerations surrounding and conceptual builds of Gen AI products Review strategies to control identified priority areas of risk in accordance with the ERM and ethics and governance frameworks Implement proposed frameworks for ethics and risk reporting and incidence management in line with business strategies
Partnership with stakeholders and compliance with ethics and risk policies	Partner with Gen AI engineers to ensure Gen AI enablers and products are engineered in compliance with best practices and enterprise policies and standards Determine proposed policies and strategies for monitoring, managing, and escalating ethical considerations and identify key enterprise-level risks with input from business units and the board Conduct reviews on the adequacy and relevance of compliance strategies, policies, and frameworks Develop policies, frameworks, and procedures based on regulatory requirements and findings from risk and ethics assessments to ensure organizational compliance
Compliance monitoring and assessment	Evaluate findings from monitoring, surveillance, and testing activities and endorse action steps Identify strategies for organizational compliance training and awareness efforts Help ensure alignment of the organization's people, processes, and platforms with ethics and risk policies Identify appropriate checks and key indicators for flagging non-compliance with ethics policies and governance frameworks

Skills and proficiencies				Proficiency level:	X Technical skills	X New Gen AI skills
Technical skill competency (TSC) ¹				New Gen AI skills		
Environment and social governance	3	Risk advisory	4	Regulatory, legal, and risk management compliance in AI and Gen AI	4	
Cyber security	4	Stakeholder management	4	Ethical frameworks for Gen AI	4	
Data governance	4	Risk management	4	Gen AI data governance	4	
Fraud risk management	4	Contract and vendor management	4	Gen AI principles and applications	4	
Business continuity management	4	Corporate governance	4	Prompt design	4	
Macroeconomic analysis	4	Risk and compliance reporting	4			
Corporate and business law	4	Regulatory compliance	4			
Systems thinking	5	Policy implementation and revision	4			
Internal controls	5	Monitoring and surveillance	4			
Governance	5	Change management	4			
Regulatory risk assessment	5	Regulatory and legal advisory	4			
Professional and business ethics	4	Compliance mindset development	4			