

ASSISTANT GENERAL COUNSEL – OLC PROGRAMS

Microsoft's Litigation, Competition & Compliance Group (LCCG) has an immediate opening for an experienced attorney to lead their Office of Legal Compliance (OLC) Programs Team.

The mission of OLC is to champion a dynamic and evolving compliance program that reflects Microsoft's uncompromising commitment to integrity, and enhances the trust between the company, its employees and the public. Under the direction of LCCG's Corporate Vice President & Deputy General Counsel, this position will lead OLC's Programs Team, which is responsible for Microsoft's oversight of the Standards of Business Conduct and CELA-sponsored corporate policies, and ethics and compliance training (including Standards of Business Conduct training). Additionally, this team also manages our related compliance program evangelization, preparation of reports to the Board of Directors and others, coordination with the Worldwide and Regional Compliance Committees, risk identification and remediation, program assessment, and business intelligence and compliance counseling.

As part of launching our exciting Compliance 3.0 initiative, designed to capture what's next for Microsoft Compliance, this team will also oversee our policy simplification, compliance related big data, and partner compliance program projects, in addition to our Microsoft Runs on Trust campaign.

CANDIDATE PROFILE

The successful candidate will possess the following:

- Self-starter with the ability to adapt to changing demands and requirements and take on new initiatives with passion and energy.
- Ability to think big and outside the box, while generating energy and inspiring creativity within the team.
- The ability to manage and inspire teams in a highly challenging and dynamic environment.
- Ability to manage a large volume of work, while still maintaining focus on developing and driving key strategic initiatives.
- Ability to break down silos and foster collaboration and connection within the team, and between teams inside and outside CELA.
- Ability to produce precise, useful, and well-written communication, and reports supporting OLC's programmatic work.
- Strong legal and analytical skills in support of interpretation of law and policies and the ability to formulate clear, simple policies and deliver clear, simple advice
- Ability to apply sound, principled, and consistent judgment.
- Creativity, particularly in connection with efforts to evangelize and explain our compliance program in written, graphic and oral form.
- Strong speaking and presentation skills and the desire and ability to evangelize Microsoft's compliance program both inside and outside the company.
- Great interpersonal skills and cultural competency.
- Well-developed business acumen and business management skills, complemented by strategic expertise and sound judgment.
- Strong commitment to fairness and integrity.

QUALIFICATIONS

- A minimum of 8 years of demonstrated legal work experience
- JD from an ABA accredited law school with a license to practice law, and outstanding academic credentials