



JOB DESCRIPTION

STANDARD & ASSURANCE MANAGER

Location: Remote. Open to candidates globally, but preference will be given to those based in UK/European-aligned time zones where most of the current team operates.

Reports to: Standard & Assurance Director

Direct reports: No

Hours per week (average): Full time

Overtime Status: Exempt

Summary

We are a not-for-profit multi-stakeholder organisation founded to bring together business, civil society, and downstream users of steel, to provide a global standard and certification initiative for the steel industry. We have built a consensus on what sustainability looks like for steel - including the impacts of mining, production, the scrap metal supply chain, greenhouse gas emissions, water use, workers' rights, human rights, and biodiversity. Our Members include steel makers, mining companies, buyers of steel from the automotive and construction sectors as well as civil society organisations focused on labour rights, biodiversity, climate change, and many other important issues. We currently have over 130 members and nearly 13% of global steel production in membership.

We are seeking a highly motivated and experienced Standard & Assurance Manager, to join our growing team. The first ResponsibleSteel site certifications were awarded in Summer 2021 and since then we have been developing additional requirements for the ResponsibleSteel Standard Version 2.0 and fine-tuning our assurance processes. We hope to launch "Steel Certification" soon. We are now looking to further reinforce and operationally implement our assurance programme to ensure high-quality audits worldwide. We aim to revise our existing Standard from January 2023 and, in the meantime, develop requirements for different production routes and the downstream chain of custody. The Standard & Assurance Manager will manage and support these workstreams. This position reports directly to the Standard & Assurance Director and will work closely with other members of the team, certification bodies (CBs) and ResponsibleSteel Members applying for certification.

ResponsibleSteel is a small organisation, and the successful applicant will be expected to contribute across the organisation and not just in their core area of expertise.

Responsibilities

The Standard & Assurance Manager ensures ResponsibleSteel standards are developed and implemented with a strong level of assurance to continuously meet the high expectations of ResponsibleSteel Members and external stakeholders. This includes managing the development of the Standard and the revision process; providing support for the implementation of the Standard; managing and improving the ResponsibleSteel Assurance Programme.

The main duties of the Manager will be:

Standard:

- Support the development and revision of the ResponsibleSteel Standard
- Manage pilots of the Standard
- Facilitate different working groups
- Manage the recognition of input materials programs
- Provide clarifications and interpretations on standard requirements
- Organize educational webinars
- Develop guidance to support the implementation of the standard
- Engage with other standard-setting organizations on topics of shared interest, such as scrap or standards and certification innovations

Assurance:

- Manage the certification body (CB) approval process
- Manage the auditor approval process
- Provide training to CBs
- Manage CB oversight activities
- Manage certification data
- Provide support to the CBs and members related to the certification process
- Provide training to companies on the certification process
- Provide interpretation and clarification on the audit and certification process
- Gather learning and insights from audits, for example, through witnessing, to further strengthen the Assurance Programme
- Work with the independent Assurance Panel to facilitate high-quality audit report reviews
- Develop, improve, and manage assurance processes, tools and templates, such as risk-based assurance model, calibration among CBs and oversight auditors, etc.
- Programme administration/co-ordination, including drafting procedures and maintaining accurate, relevant, and up-to-date records and documentation related to certification data
- Support the recognition of upstream input material programmes to verify environmental, social and governance performance in supply chains

Further responsibilities include:

- Engage with stakeholders as needed and required to strengthen our membership and profile
- Engage with ISEAL and other standard-setting organizations
- Represent ResponsibleSteel at events in the standards and assurance space

Qualifications:

- Bachelor's or master's degree in industrial engineering, environmental science, international development, or a related field
- Minimum 5 years of relevant experience, e.g., standard development/revision, program assurance, auditing etc.
- Experience working with/in heavy industries
- Demonstrated knowledge and experience related to ESG topics, including social and environmental topics and GHG emissions
- Fluency in verbal and written communications in English; Chinese, Spanish, French Portuguese, a plus
- Strong organizational skills to manage multiple priorities and projects
- Experience with facilitating working groups and managing multiple stakeholders
- Excellent interpersonal skills with the ability to interact culturally and diplomatically with diverse internal and external stakeholders
- Ability to take initiative and demonstrate strong attention to detail

Salary: Commensurate with experience.

Deadline: Rolling

To apply, please send your CV and cover letter to tbui@responsiblesteel.org.