JOB DESCRIPTION

ASSURANCE AND IMPACT ASSISTANT

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: Senior Assurance Manager
Direct reports: No
Hours per week (average): Full time
Type of contract: 6 months contract
Overtime Status: Exempt
Salary: Commensurate with experience
Deadline: Start in the first week of September

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 144 members and nearly 15% of global steel production in membership.

We are seeking a highly motivated and experienced Assurance and Impact Assistant, to join our growing team. The first ResponsibleSteel site certifications were awarded in Summer 2021 and since then we launched the additional requirements for the ResponsibleSteel Standard Version 2 and we are fine-tuning our assurance processes for the different programs we have available and under development (Core, Additional Requirements, Chain of Custody, Validation, etc.). We are now looking to further reinforce and operationally implement our assurance programme. We will be also designing and implementing a M&E (Monitoring and Impact) system in 2024. The Assurance and Impact Assistant will provide support to the Assurance and impact team on these workstreams. This position reports directly to the Senior Assurance Manager 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 Assurance and Impact Assistant supports the Assurance and Impact team to make sure that ResponsibleSteel certification and other solutions are developed and implemented with a strong level of assurance to continuously meet the high expectations of ResponsibleSteel Members and external stakeholders. Please keep in mind that as we all work remotely, the whole team normally meet 2-3 times in person per year (1 week for each meeting).

The main duties of the Assurance and Impact Assistant will be:

- Coordinating the auditor’s qualification programme
- Maintaining and improving the auditors’ and Certification Bodies’ logs/trackers
- Maintaining and improving the certification logs/trackers
- Providing support to the Assurance and Impact team on certification-related tasks, such as approval of man-day proposals from CBs for audits, assurance panel work, audit report reviews, public summary approval, publishing upcoming confirmed Stage 2 audit dates on the website, etc.
- Coordinating the Assurance, Impact and Standard contracts, invoicing, and financial controls
- Providing support to the Certification Body’s oversight activities, including review of documents, preparation for activities, financial and invoicing, etc.
- Supporting development and implementation of the M&E (monitoring and Evaluation) system
- Providing support with the customer management system for different stakeholders, including members, CBs, auditors, etc.
- Support the digitalisation process for assurance and impact-related activities whenever needed

Further responsibilities include:

- Engage with ISEAL and other standard-setting organizations when needed

Qualifications, Experience and Skills

Qualifications:

- Bachelor’s or master’s degree in industrial engineering, environmental science, social science, international development, or a related field

Experience:

- Demonstrated knowledge related to ESG topics, including social and environmental topics
Skills:

- Fluency in verbal and written communications in English, Chinese, Spanish, French, Portuguese, a plus
- Good organizational skills to manage multiple priorities and tasks
- 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
- Be comfortable and motivated to work virtually for most of the time

To Apply

Applications will be accepted on a rolling basis. Please send your cover letter and CV to rdp Prospero@responsiblesteel.org specifying Assurance and Impact Assistant in the email subject line. Applications without cover letters will not be considered.

Please note that you must have authorisation to work in your designated home country (country of employment).

Benefits

Benefits and compensation vary per region and are competitive with local prevailing packages. They will take into account experience, location, and benefits required by law in the candidate's location, such as pension and leave allowances.

Regardless of location, team members get equipment stipends to ensure they are set up wherever they may be working from, generous leave policies, and paid paternal leave.

Hiring Statement

ResponsibleSteel is committed to building a diverse and inclusive team. We are committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic and rewarding and enables each of us to realise our potential. Our work environment is safe and open to all employees and partners, respecting the full spectrum of race, colour, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.