

Job Description

ROLE DETAILS

JOB TITLE	Technical Manager, Standards
REPORTING TO	Senior Manager, Standards
CONTRACT	Permanent / Full time
START DATE	ASAP
LOCATION	Hybrid

CANDIDATE / ROLE SUMMARY

The role of Technical Manager, Standards is crucial to supporting standard development activities within the RJC's Standards team. In this role, you will be responsible for multi-part projects that require alignment and co-ordination across the RJC Standards team, working groups, committees and wider stakeholder groups. You will be an accomplished professional who can demonstrate applied standard setting experience, ideally from within standard and certification schemes. You will be familiar with responsible business standards across supply chains, and the related risks. You will be an excellent, clear writer and at ease representing RJC at external events.

You will be joining the organisation at an exciting time for our standard-setting journey and our core standards review cycle for our Code of Practices (COP), Chain of Custody standard, and the developing workstream for the Laboratory-grown materials standard (LGMS).

ROLE AND RESPONSIBILITIES

Technical lead on standards development activities	<p>Provide technical leadership, in accordance with the ISEAL good practice standards setting code, across three RJC standards.</p> <p>Immediate requirements are focused on:</p> <ul style="list-style-type: none"> • 2019 Code of Practices (COP) full revision: to align with identified technical developments, initiatives, material scope expansions and other
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	<p>necessary updates where applicable and feasible. Standard, standard guidance and related materials to be released within the timeframes agreed.</p> <ul style="list-style-type: none"> • RJC Chain of Custody (COC) Standard major review: to update and align technical requirements required to achieve fully traceable and responsibly sourced practices. Standard, standard guidance, toolkits, and related materials to be released within the timeframes agreed. • Laboratory-grown materials standard (LGMS): development of a new standard available to member companies dealing in Lab-grown materials (refers to lab grown diamonds and lab grown coloured gemstones) that requires applied technical alignment with the COP and applicability of provisions to reduce impact on member certification requirements.
<p>Stakeholder engagement and harmonisation</p>	<ul style="list-style-type: none"> • Support departmental reporting requirements for ISEAL community compliance projects, standards cross recognition and harmonisation. • Lead harmonization and cross-recognition work stream, in coordination with team • Support relationships between members and the RJC by attending external meetings and engagements with stakeholder groups.
<p>Standards Committee governance</p>	<p>Support the Senior Manager, Standards as co-liaison in the engagement and work of the Standards Committee including:</p> <ul style="list-style-type: none"> • Preparation of agenda and presentation content • Convening technical working groups and workshops • Communications and actions arising from meetings
<p>Technical support for members</p>	<p>Provide member support with respect to:</p> <ul style="list-style-type: none"> • Providing technical support and guidance to RJC members and stakeholders as required in meeting the requirements of the RJC standards. • This can be as a result of in person engagements at events, FAQs from the RJC consultation or training mailboxes, or queries directed to the Technical Manager, Standards from business development teams.
<p>Technical support for internal collaboration</p>	<ul style="list-style-type: none"> • Contribute to the development of guidance and training materials for members (working with the Assistant Manager, Training) • Contribute to review of guidance documents (e.g. assurance manual) and oversight procedures for auditors. • Contribute to creating new audit report template and certificate for members, and support updates to CRM and other applicable RJC tools

	<p>(LGMS).</p> <ul style="list-style-type: none"> • Work with business development and membership teams where appropriate to support the on-boarding of new laboratory-grown members. • Work with the communications team in promoting and communicating at key stages of the standard development process and progress. • Ad hoc research projects for the Standards programme.
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EXPERIENCE AND QUALIFICATIONS

1.	Essential: Strong standard setting experience from within standards and certification schemes on business practices and environmental and social issues (e.g. labour and working conditions, responsible sourcing and human rights, environmental management, etc.); specifically, prior experience of leading the development of technical standards (development, review, consultation, critique and compliance).
2.	Essential: Familiarity with voluntary standards, certification schemes and initiatives (e.g. OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas, LBMA, World Gold Council, UN Guiding Principles on Business and Human Rights, etc.).
3.	Essential: Working with multi-stakeholder committees.
4.	Essential: Benchmarking keeping up with regulation and diving deeper into the wider standards development process.
5.	Essential: Project management and leadership of large, multi-stakeholder and multi-phased projects that require collaboration and consensus from all contributing parties.
6.	Desirable: Knowledge of the jewellery supply chain (trade association, mining, refining, manufacturing, retail).
7.	Desirable: Auditing experience or working alongside auditors.
8.	Desirable: Candidates from a research or consultancy background who possess the essential experience and qualifications are encouraged to apply.
9.	Desirable: Proficiency in other languages used by RJC members is beneficial (e.g. French, Italian, German).

KEY SKILLS AND COMPETENCIES

1.	Project management: plans and organises tasks and work to achieve the objectives of the standards department organisational strategy; sets own priorities and schedules activities.
2.	Initiative: Takes timely and appropriate action in a proactive manner, generates ideas for improvement, takes advantage of opportunities in the interest of the RJC, suggests innovations.
3.	Collaboration with purpose: Ability to work across different disciplines and cultures; able and willing to share and receive information; supports organisational decisions and put the organisation's goals ahead of own goals. Collaborates with team members to understand what is needed to support the standards department's strategic objectives.
4.	Intellectual curiosity and critique: Ask the right questions about standards to find the answers and insights required to make smarter and more informed decisions, that will help generate value and results for RJC.
5.	Research and analysis: Ability to work independently and undertake in-depth research and have an instinct for analysing and organising data.

EMPLOYMENT BENEFITS

This role will be entitled to 28 days annual leave per annum pro rata plus UK bank holidays (on pro rata basis). This role will automatically be enrolled into the RJC's company pension scheme.

EQUAL OPPORTUNITIES

The RJC believes one of the fundamental ingredients of running a successful organisation is the provision of a working environment which is truly representative of all sections of society and for each employee to feel respected and to be able to bring their true and unique selves to work. The RJC's policy is to provide equality, fairness and respect for all in our employment and provide equal opportunities in all aspects of employment. The RJC is committed to the fair and equal treatment of applicants. The RJC is an equal opportunities recruiter and does not discriminate on the basis of gender, gender identity and expression, marital or civil partnership status, race, colour, national or ethnic origin, disability, sexual orientation, social or economic background, age or any other protected characteristic.

HOW TO APPLY

This is a skill-based position, evidence of your technical standards experience will be required in your application to enable the shortlisting of suitable candidates. Please email your CV (maximum two pages) and a cover letter that demonstrates how you meet the job criteria to Sara-Louise MacGillivray, Executive Officer: sara-louise.macgillivray@responsiblejewellery.com

All applications will be treated in the strictest confidence.