Job Description: Assurance Manager
Full time

Introduction
The Sustainable Biomass Program Limited (SBP) is a certification system designed for woody biomass, mostly in the form of wood pellets and woodchips, used in energy production. The system allows companies using biomass to produce energy to demonstrate compliance with regulatory, including legal and sustainability, requirements relating to woody biomass. The system enables the verification of the legal and sustainable origin of biomass feedstock and the collection and communication of energy and carbon data throughout the biomass supply chain.

The SBP certification system was launched in March 2015. Since then four Certification Bodies have been independently accredited by Assurance Services International (ASI) and offer third-party SBP certification worldwide. To date there are just over 200 active Certificate Holders, including biomass producers (wood pellet and woodchip producers), biomass traders and end-users across 25 countries.

SBP is managed as a not-for-profit organisation, registered in the UK. SBP's core team work together in a virtual network.

Role description
To oversee and manage SBP's global operating assurance system, we are seeking a full-time Assurance Manager.

As Assurance Manager, you will have the opportunity to use your organisational and communication skills, alongside your knowledge of accreditation, supply chain certification and standard setting, to help the SBP Secretariat deliver key components of the business plan.

SBP works across the globe with regulatory bodies, NGOs, major utilities, trade associations, international traders, biomass producers, Certification Bodies, ASI and a variety of other stakeholders.

Your experience in managing complex projects and tasks within an international, multi-stakeholder environment will give you the opportunity to contribute across the whole operation. The ability to be proactive, to prioritise multiple simultaneous workstreams and to deliver work to a high standard is critical.

Your focus will be on day-to-day management and oversight of SBP's certification and accreditation program. Technical management plays an essential role in ensuring the robustness and credibility of the SBP certification system by ensuring conformance of Certification and Accreditation Bodies. The position provides an opportunity for intellectually challenging and stimulating work supporting certification and accreditation service provision. A recognised auditor qualification, for example, based on ISO 19011, and experience in working with ISO 17065/17021/17011, knowledge of auditing against SBP standards or voluntary certification systems and international supply chains is highly desirable.

SBP 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.

Key responsibilities

- Maintaining strong, trusting relations with our Certificate Holders (CHs) to ensure robust implementation of our standards.
- Daily management of the SBP certification and accreditation program and regular communication with Assurance Services International (ASI), Certification Bodies (CBs) and CHs.
- Providing interpretation and guidance on standards and implementation as well as a technical interface for wider stakeholders.
- Program administration/co-ordination, including drafting procedures and maintaining accurate, relevant and up-to-date records and documentation.
- Develop SBP's capacity building and training program and when finalised implement and manage the training program.
- Gathering data, undertaking analysis and delivering reports.

Competencies and skills

- Integrity is essential.
- Professionalism and a level-headed working style are essential.
- Attention to detail is essential.
- Ability to work remotely as part of a team is essential.
- A willingness and flexibility to travel, both domestically and internationally, is essential.
- Expert knowledge in voluntary forestry certification is highly desirable.
- Knowledge of auditing against SBP standards is highly desirable.
- Excellent oral and written communication skills in English are essential with fluency in at least one other language is desirable (particularly Spanish, French, German or Russian).
- The successful candidate would be expected to demonstrate the following:
  - Client orientation: ability to communicate well with stakeholders as well as establish and maintain effective relationships.
  - Management: demonstrated ability to manage priorities and generate quality results on concurrent assignments.
  - Organisational and personal attributes: excellent personal organisational and work planning skills, demonstrating high productivity and ability to manage competing work priorities, strong personal and work ethics, and a successful record of project development and management. Solutions-oriented approach to working with stakeholders and within the team. Proven ability to plan and organise work independently and meet deadlines.
  - Teamwork: good interpersonal skills, demonstrated ability to work in a multi-cultural environment.
  - Auditing skills: quality-related methods and techniques, including quality management tools, social responsibility and environmental management methods and techniques and their application.
  - Analytical skills: well-developed analytical and systematic problem-solving skills, demonstrating sound reasoning abilities and logical decision-making.
  - Self-sufficiency: hands-on approach to deal with travelling, setting up and delivering meetings, facilitating and servicing stakeholders.

Qualifications and work experience

- Eight or more years of professional work experience in certification systems, ideally in the forestry voluntary certification sector and having worked as an SBP Auditor.
- Background knowledge in quality and/or environmental management systems (ISO 9000, ISO 14000, ISO 19011) is recommended.
- ISO Lead Assessor qualification or equivalent preferred.

- Strong skills in the use of standard MS Office applications. Proficient and competent use of electronic information systems and databases.

Working arrangements
Position: Full-time Assurance Manager.
Reporting: This position reports to the SBP CTO and CEO.
Location: Europe or North America is desirable.
Workplace: Working remotely, for example, from home or other, as part of a virtual network.
Working language: Day-to-day working language is English.
Workplace equipment: Computer, phone and other equipment is supplied as needed.
Teamwork: Day-to-day remote work with the SBP Secretariat, including weekly meeting calls and bi-monthly face-to-face meetings.

Applications
All applications including full CV/resume and a motivation letter should be sent to:

info@sbp-cert.org

Please provide the contact details of two individuals that would be able to provide references if required. SBP reserves the right to contact these individuals directly. Please provide an indication of an expected monthly or annual salary. Only candidates selected for an interview will be contacted. The successful applicant will be expected to start as soon as possible.

The deadline for sending applications is 31 January 2020.