



Manager Standards (3 positions available)

Start Date: A.S.A.P., 40 hrs p/w. (€ 47,500.- € 50,000.- gross per year on full time basis)

Location: Amsterdam, the Netherlands

Contract: 1 year initially – extension by mutual consent

Position summary and job purpose

The post holder manages projects to update and expand the GRI Sustainability Reporting Standards (GRI Standards), which are used by thousands of organizations around the world to report their impacts on the economy, the environment, and people.

The post holder is a seasoned project manager primarily responsible for managing projects independently to update and expand the existing set of GRI Standards across economic, environmental, and social topics as per the GSSB work program. This involves researching the relevant topics, setting up and facilitating multi-stakeholder groups of technical experts focused on specific related content areas, and translating this input into technical content in a Standard, with the aim of developing standards that serve the public interest and promote global adoption of credible sustainability reporting. The post holder is also responsible for managing public consultation processes and other engagement processes to solicit stakeholder input for the development of each GRI Standard, and for liaising directly with the Global Sustainability Standards Board (GSSB), GRI's designated standard-setting body, to obtain approval of the final Standard.

The ideal candidate for this role will have an understanding of sustainability reporting, excellent project management skills, significant expertise leading multi-stakeholder initiatives, strong communication skills (both verbal and written), experience in writing technical content, and a keen interest in the sustainable development agenda.

The post holder will report to the Director, Standards.

Job responsibilities

- Plans and implements Standards development projects as per the Standards Division's work program approved by the GSSB
- Manages the implementation of all related workstreams/projects in accordance with the GSSB Due Process Protocol (where applicable), including budgetary responsibilities
- Performs research on relevant topics and drafts the technical content of Standards
- Pro-actively, timely, and effectively communicates with relevant actors with which the Global Sustainability Standards Board (GSSB) is maintaining and developing strategic relationships
- Develops detailed project proposals and documents in preparation of project related briefings
- Provides input to the ongoing development of the GRI Standards and related documents and communications
- Maintains relationships, focused on future project options and programs
- Writes departmental documents and senior level correspondence
- Identifies and develops new possibilities and takes initiatives within the area of responsibilities
- Prepares for and attends events of the Standards Division and GRI departments
- Acts as spokesperson for the Standards Division, when and where this responsibility has been delegated

Key competencies / Requirements

- Minimum 7 years proven experience in managing extended projects independently – including planning, execution, and budget management
- Proven experience in managing and engaging with multi-stakeholder projects including facilitating working groups of technical experts



- Native-speaker level fluency in written and spoken English, and fluency in one other language is an advantage
- Technical knowledge of reporting and standards processes
- Results focused with ability to handle multiple tasks and work to precise deadlines
- Detailed knowledge of sustainability issues and familiarity with the sustainable development agenda
- Proven expertise in specific issue areas like business and human rights, climate change, biodiversity among others is considered an advantage
- Experience of delegation of tasks to colleagues along with appropriate supervision
- Strong communication skills and attention to detail, including experience delivering presentations and facilitating workshops or training sessions
- Excellent interpersonal skills
- Able to work in an international and multi-cultural setting
- Affinity with the mission and vision of GRI

About GRI

GRI (Global Reporting Initiative) is the independent, international organization that helps organizations be transparent and take responsibility for their impacts so that together we can create a sustainable future. We do this through the creation of the global common language for organizations to report their sustainability impacts. This enables informed dialogue and decision making around those impacts.

GRI is the global standard setter for impact reporting, which through an independent, multi-stakeholder process, maintains the world's most comprehensive set of sustainability reporting standards. Available as a free public good in 12 languages, the GRI Standards are, globally, the most widely used for sustainability reporting.

GRI plays a unique role in the global drive to create a sustainable future for all. Sustainability reporting enables transparency and helps markets function more efficiently, supporting better decisions that create sustainable benefits for everyone.

GRI works with businesses, investors, policymakers, civil society, labor organizations and other experts to develop the GRI Standards and promote their use by organizations around the world. The resulting standards help governments hold organizations accountable for their impacts and initiate dialogue to drive corporate contribution to national and international sustainable development efforts.

Today some 10,000 organizations, including 75% of the largest 250 companies in the world, disclose sustainability information through the GRI Standards – something unimaginable only 15 years ago. In addition, our standards are referenced explicitly in 160 policies of governments, regulators, and stock exchanges in 60 countries.

Headquartered in Amsterdam, the Netherlands, we have a network of seven regional hubs ensuring we can support organizations and stakeholders worldwide.

How to apply

Interested candidates, eligible to live and work in the Netherlands, are invited to submit their resume and letter of interest in English to recruitment@globalreporting.org. The deadline to submit an application is **12.00 noon (CET), Friday, 15 October 2021**. GRI appreciates all expressions of interest, however only short-listed applicants will be contacted.

GRI, Attn. Human Resources

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