

Position Description

Position Title	Certifications Manager
Employment Type	Permanent and full time
Reports to	Director of Assurance
Purpose	Work with the Director of Assurance to manage the efficiency and effectiveness of ASI Certification workflows, support the integrity and impartiality of assurance processes, and contribute to continual improvement of the ASI program.
Salary	A competitive package in the order of AUD 125,000 / 75,000 Euro (taking into account experience, location, and benefits required by law in the candidate's location, such as pension and leave allowances).
Overview	This is a newly created role working with ASI Members and Accredited Auditors to support and oversee ASI Certification processes, including through our online assurance platform 'elementAI' (short for 'element Aluminium'). We are seeking an experienced manager with a background in assurance or compliance programs.
Location	Home office, preferably based in Australia or the Netherlands. All current members of the ASI Secretariat work from a home office in various countries (Australia, Canada, China, Germany, Netherlands), collaborating as a virtual team with periodic in-person meetings.
Terms of Appointment	<p>ASI is an equal opportunity employer. We support flexible, home-based working, and so the pattern of daily working hours may vary according to operational and personal needs.</p> <p>ASI works across different time zones, and early morning or evening work may be required occasionally to connect with the team and our stakeholders.</p>

About Aluminium Stewardship Initiative (ASI)

The Aluminium Stewardship Initiative (ASI) is a dynamic and ambitious organisation dedicated to the responsible production, sourcing and stewardship of aluminium globally. Our vision is to maximise the contribution of aluminium to a sustainable society.

We have a global multi-stakeholder membership of more than 140 organisations, comprised of companies throughout the aluminium value chain from mining, recycling and downstream use sectors, civil society organisations, associations and other supporters.

Our core focus is the ASI Certification program which aims to promote improvements in the key environmental, social and governance impacts of aluminium through credible standards and independent assurance.

ASI is incorporated in Australia as a non-profit organisation and Registered Charity, and is run by a dedicated and globally distributed Secretariat. More information on ASI can be found at:

www.aluminium-stewardship.org

Key duties and responsibilities

The position will include the following responsibilities:

- Management of a growing portfolio of ASI Certifications, including initial, surveillance and re-certification audits, and other updates through divestments and acquisitions
- Oversight of individual submitted audit reports for quality and consistency, with follow-up to auditors as appropriate
- Management of and/or contribution to other oversight activities e.g. witness assessments, external impartiality reviews, auditor accreditation
- Technical support for members and auditors through elementAI, and one-on-one discussions about ASI Certification and assurance
- Identification of calibration training needs, emerging risks and any other matters for action
- Contributions to monitoring and evaluation activities, including preparation of data and analyses for internal and external projects
- General
 - Gain a detailed understanding of ASI's standards and assurance processes
 - Work within ASI's policies and procedures
 - Promote quality and continuous improvement in ASI's activities
 - Work collaboratively with key external stakeholders and partners
 - Support the broader work of the ASI Secretariat in relevant workstreams

Desired skills and experience

We are looking for an experienced professional that has:

Qualifications:

- Graduate or postgraduate qualifications in a relevant discipline such as science, engineering, business, policy or similar

Experience:

- Direct experience in audits or assurance activities

- Experience in developing and/or implementing management systems
- Experience with certification or industry compliance programs, risk management, due diligence, and/or sustainability topics
- Experience with the aluminium value chain or similar industries is desirable, but not essential
- Experience working with databases
- Experience with cloud-based collaboration tools

Skills:

- Excellent business communication skills in English
- Additional language competencies are desirable, particularly Chinese, Japanese or German, but not essential
- Good interpersonal skills, in particular cross-cultural communication.
- Proficiency with MS Office and other business tools
- Strong values of accuracy and attention to detail in your work
- Collaborative approach to teamwork and projects
- Ability to work with remote management and a decentralised team

In addition:

All candidates must have authorisation to work in their designated home country.

How to Apply

Email to gia@aluminium-stewardship.org with “ASI Certifications Manager” in the subject line by 1 December 2020 with **one PDF file** containing:

- resume (no more than 2 pages, no photos)
- cover letter (no more than 2 pages) which address how your education and experience align with the position. Please indicate your starting date availability and where you learned about the position.

Start date

We hope to conclude the recruitment process to enable the successful candidate to commence in **January or February 2021.**

Important to note:

- All candidates must have authorisation to work in their designated home country.
- Preliminary interviews will be conducted through web-based conferencing. Short-listed candidates will also be asked to provide the names and contact details of two professional references. Incomplete applications will not be considered.
- The offer is also subject to satisfactory pre-employment checks.

ASI is an equal opportunity employer, committed to being inclusive in our work and decision-making process and where diversity is valued.

If you have accessibility requirements or require additional support to participate in our recruitment and selection process, please contact Gia on gia@aluminium-stewardship.org