Position Description

Position Title	elementAl Development and Support
Employment Type	Permanent and full time
Reports to	elementAl Manager
Purpose	Work with the elementAl Manager on backend development and user management in ASI's custom database and website interface for the ASI Certification process, supporting workflows, data integrity, accessibility to program metrics and continual improvement of the platform for all users.
Salary	A competitive package in the order of AUD 75,000 / 45,000 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 on our internally built and managed online assurance platform for managing the ASI Certification process. Our assurance platform is called 'elementAl' (short for 'element Aluminium') and is built on the Knack database platform. We are seeking an early or mid-career IT professional with backend database experience to engage with a growing global user base of company representatives and independent auditors, and support platform enhancements through ongoing build projects.
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	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. ASI works across different time zones, and early morning or evening work may be required occasionally to connect with the team and our stakeholders.

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:

- Database development projects in Knack for elementAl and other applications
- Data integration projects between elementAl and other platforms
- User access and records management in elementAl
- Backend and user support for ASI Certification workflows
- Data management and quality control activities
- Data aggregation and analysis activities for Certification data
- Information flows to support ASI internal and external reporting, including through the ASI website
- 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 early or mid-career IT professional with:

Qualifications:

- Undergraduate or post-graduate IT qualifications

Experience:

- Backend database experience is essential; experience with the Knack platform (www.knack.com) would be an advantage
- Knowledge of JavaScript, WordPress (**or other online content management platforms**) and HTML
- Experience with user engagement and support

- Experience with cloud-based collaboration tools
- Experience with Power BI or similar would be valuable

Skills:

- Good 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.
- 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
- Familiarity with industry compliance programs, risk management, due diligence, sustainability topics, and/or the aluminium value chain is desirable but not essential

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 elementAl Development and Support"' 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