

Role Title	International / European Convenor *insert ISO, CEN, CENELEC, IEC etc. accordingly
Department	Standards Development, National Standards Body
Location	UK and/or abroad
Main Contact	Chair of relevant European and/or international committee Relevant Committee Manager at the European and/or international standards development organization ¹
Other Contacts	Chair of the UK Mirror Committee BSI Committee Manager (Standards Development Manager) or other designated contact in the BSI Committee Service Centre for the UK Mirror Committee <u>Standards Assist</u> <u>Standards-Makers Communications and Engagement Manager</u>
Senior Contacts	Senior Standards Manager Associate Director, Committees External Policy team
Main purpose of the role	To pro-actively guide the standards-making process by providing leadership and support to the working group(s) which you convene

¹. The secretariat for European / international committees can be held by BSI so this contact *may* be a BSI employee.

Please note:

By accepting any role on any standards-making committee/panel you are accepting to work according to the principles outlined in both BS 0 and the Committee Member Policy. This role description is to provide further details about your specific role within standards-making.

Role Profile

Scope / Responsibilities

To actively lead the work programme (including ensuring meetings are arranged as needed) of the working group(s) which you convene

Active leadership is defined as being present at all meetings except under exceptional circumstances (convening via video web conferencing facilities counts as attending)

To guide the discussion between meetings as required

To effectively lead / manage your European / international working group members in order to build consensus within the group and guide the discussion between meetings as required

To be familiar with all relevant directives, policies and guidelines governing the international / European standards development process which you are leading

To share your expertise, knowledge and experience about the standards development process with your group

To maintain a close working relationship with the committee chair and manager to ensure they are informed about the progress of work

To prepare various drafts for different stages of the work and manuscripts for final draft standards

To register with eCommittees and attend training sessions relevant to your role

Willing and available for travel to meetings (often overnight) in the UK and abroad and to participate in and lead meetings via web conferencing facilities (e.g. WebEx, Zoom)

Skills / Knowledge / Experience

Essential

- Experience working with people from diverse backgrounds / cultures
- Communication skills
- Leadership / people management skills
- Understanding of what standards are; how intl./euro. Standards work
- Previous standards-making and / or consensus building experience
- Computer literacy

Desirable

- Previous experience chairing a committee of stakeholders / experts with varied vested interests
- General knowledge, understanding of the sector

Person Specification

Essential

- Goal-orientated
- Pro-active
- Ability to think on your feet
- Able to work to a deadline
- Attentive listener
- Diplomatic
- Fair
- Patient

Desirable

- Confident / Out-going
- Imperturbable

IT Equipment

Essential

- Broadband connection
- An e-mail address
- Your own computer or regular access to one