

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

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 engage in the work of the working group(s) on which you serve

Active engagement is defined as participating in meeting(s) where your particular expertise is required

To complete work and participate in discussion between meetings as required

To work constructively with your fellow European / international committee members in order to build consensus within the working group

To share your expertise, knowledge and experience with your working group

To consult with the relevant UK Committee(s) insofar as appropriate

To, where applicable, keep close contact with your nominating organization in order to inform them about the progress of the work

To be aware of all relevant directives, policies and guidelines governing the international / European standards development process in which you are participating

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 meetings via web conferencing facilities (e.g. WebEx, Zoom)

### ***Skills / Knowledge / Experience***

#### Essential

- Experience / expertise in the relevant sector or field
- Experience working with people from diverse backgrounds / cultures
- Communication skills
- Previous standards-making experience
- Ability to work towards a shared goal / build consensus
- Computer literacy

#### Desirable

- General understanding of how European / international standards work
- Previous European / international standards-making experience

### ***Person Specification***

#### Essential

- Diplomatic
- Team player
- Flexible / able to compromise
- Willing to share your views
- Ability to think on your feet
- Attentive listener
- Able to work to a deadline / goal orientated

#### Desirable

- Patient
- Perseverant

### ***IT Equipment***

#### Essential

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