Standards Manager
Good Environmental Choice Australia Ltd

Term: Permanent, full time.

Salary: from $65k + 10% superannuation.

Standards Manager
The Standards Manager at Good Environmental Choice Australia is responsible for the development, revision and communication of standards. The position reports to the CEO. The role is responsible for 45 published standards, scheduled reviews of existing standards, supervision and mentoring of staff, and liaison with an increasing number of trade and professional associations. It ensures smooth operations by following established procedures to maximise the administrative effectiveness of the team. The most important criteria that will determine the best candidate is impeccable integrity and profound scientific skills.

In General
- An appropriate remuneration package will be negotiated with the successful candidate. Base salary for Standards Manager is from $65k;
- Location is flexible to attract the right candidate in Sydney, Melbourne or Canberra;
- Applications close on 27th June 2008;
- Applications need to include a letter of interest plus a CV. These can be sent to: management@geca.org.au
- An overview of GECA is available at: www.geca.org.au
- Enquires can be made to either Suzanne Little on 0437 135 103 or the Canberra office on (02) 6287 3100 or Nick Capobianco on 0458 247 336;
- This duty statement is on GECA’s website at: http://www.geca.org.au/Jobs/jobs.htm

Duty Statement:

Good Environmental Choice Australia manages the standards, promotion and governance of the Environmental Choice Label in Australia. The Standards Division researches, drafts and sets standards to enable products to be certified in the GECA ecolabelling program. The standards are for goods and / or services and incorporate a wide range of technical and stakeholder feedback in order to ensure high but achievable environmental criteria for a wide range of product categories. The development, communication and promotion of standards is delivered by the Standards team under the leadership of the Standards Manager. The role also ensures the smooth running of the organisation’s head office standards development, revision and promotions by following established procedures and maximises the administrative effectiveness of the team.

GECA values individuals with a wide range of skills and competencies. The duties are:
• co-ordinate and develop the GECA ecolabelling standards day-to-day in accordance with the requirements of the Standards Development Guidelines;
• establish and maintain a reliable and efficient administrative setting for the development and revision of standards;
• chair the GECA Standards Committee;
• co-ordinate feedback and analysis of submissions related to standards from both the public and the Advisory Standards Development Committee;
• represent GECA in technical and stakeholder forums;
• develop and co-ordinate the standards schedule to update and initiate regular revision of current standards;
• supervise the conduct of research and analysis of technical information needed for ecolabelling standards.
• use and generate reports from analysis using LCA software, online research materials and professional technical resources;

• develop new ecolabelling standards in accordance to GECA procedures;
• maintain membership and collaboration with professional technical associations of which GECA is a member (GEN and IGPN);
• co-ordinate and train staff in relation to their duties;
• ensure that suitable technical and administrative systems are in place to demonstrate compliance to the relevant sections of the Standards Development Guidelines of the organisation.
• undertake reviews and recommendations in relation to standards development, revision, procedures, resources and technical competency of staff;
• supervise and take responsibility for work performance of staff in the team;
• be generally accountable for the quality and volume of work delivered by the Standards team;
• prepare monthly reports for the GECA Board and fortnightly reports for the Chief Executive Office;
• ensure that all correspondence to and from Standards Division (including a specific email address) is answered in a timely way;
• uphold the principles and ethics of GECA;
• develop corporate management systems to improve the methods used by Standards Division to perform its duties;
• provide advice and policy in relation to the work of Standards Division to members, licensees, stakeholders and the marketplace.
• manage contractors appointed externally to assist the workflow;
• complete a suitable number of standards to ensure that the workflow is sustainable and does not affect the integrity, credibility, industry reputation or cashflow of GECA.

Delegations:
• 2 Standards Officers.
• Contractors appointed to work externally.

Performance Review:
- Quarterly Performance Review by Chief Executive Officer.
- The Performance Review can affect any future bonus arrangements.

Signed: Executive Director, GECA

GECA Authorised Officer

Date:

These duties may be amended from time to time in written form with the consent of an authorised officer of GECA.