

Name of the Position: Senior Manager Technical Council

Location: UK, Germany, Mexico, USA

Job Purpose and Background:

The Technical Department leads the development and maintenance of the key resources within the initiative to enable the adoption of climate targets in line with the best available science and following best practices for standard-setting organizations.

The normative and non-normative resources developed by the Technical Department are the backbone of the SBTi target-setting framework and include, amongst others, the development of cross-sector standards, sector-specific standards, as well as the scientific foundations that underpin all of these, including the curation of scenarios, target-setting methods, thought leadership and novel research.

The Quality and Compliance Team is responsible for streamlining SBTi's standard-setting activities adhering to ISEAL codes of good practice by establishing and maintaining robust and consistent procedures ensuring compliance. As a Technical Council Manager, you'll play a crucial role in managing the activities of the Technical Council, ensuring an efficient functioning of SBTi's technical decision-making body.

The ideal candidate has a proven experience as a Secretary, Administrative Assistant, or similar role, preferably in a committee or standards-related setting. Strong organizational, communication, and coordination skills, coupled with an understanding of standard-setting processes are crucial to effectively managing a governance body.

This role position will report to the Head of Quality and Compliance

How to apply: Please fill out this Google Form to submit your application:
<https://forms.gle/q83Q1Mshd69pE4Ws8>

This role plays an important part in achieving:

- Streamline governance meetings, manage agendas, and document proceedings accurately.
- Ensure governance compliance with regulations, updating policies as needed.
- Support decision-making processes and track action items post-meetings.
- Facilitate communication between governance members and stakeholders.
- Monitor and manage compliance risks, aligning policies with best practices

About the SBTi:

The Science Based Targets Initiative (SBTi) is a global body enabling businesses to set ambitious emissions reductions targets in line with the latest climate science. It is focused on accelerating companies worldwide to halve emissions before 2030 and achieve net-zero emissions before 2050.

The SBTi defines and promotes best practices in science-based target setting, offers resources and guidance to reduce barriers to adoption, and independently assesses and approves companies' targets.

For more information, please visit www.sciencebasedtargets.org

Key responsibilities include:

Communication and Correspondence

- Serve as the primary point of contact for Technical Council members, answering inquiries and providing necessary information.
- Work closely with the Chief Technical Officer in all matters ensuring smooth operations of the Technical Council.
- Facilitate and coordinate effective communication between Technical Council members and SBTi development teams.

Documentation Management

- Prepare and distribute meeting materials, including agendas, presentations, reports, and other supporting documentation.
- Record accurate minutes during Technical Council meetings and ensure timely distribution to members.
- Organize and maintain digital filing systems for all Technical Council-related documents

Compliance and Record-Keeping

- Maintain accurate records of Technical Council decisions, actions, and resolutions.
- Ensures Technical Council members and SBTi staff comply to the agreed procedures
- Raise the efficiency of Technical Council operations by coordinating, monitoring, and tracking decision-making processes and follow-up tasks

Technical Council Support in collaboration with the Technical Team Coordinator

- Provide administrative support to the Technical Council, including scheduling meetings, preparing agendas, and recording minutes.
- Coordinate committee logistics, such as meeting room bookings, audio-visual equipment, and catering arrangements.
- Maintain an up-to-date database of Technical Council members, their contact details, and other relevant information.

Essential skills and experience needed:

- Degree in business, social science, communication, information science or a related field
- Proven experience as a Secretary, Administrative Assistant, or similar role, preferably in a committee or standards-related setting.
- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Exceptional written and verbal communication skills in English, with strong attention to detail.
- Proficient in using office software and applications (e.g. MS Office, Google Docs, Confluence etc...).
- Strong interpersonal skills, with the ability to work collaboratively with diverse groups of stakeholders
- Discretion and confidentiality in handling sensitive committee information.
- A proactive and self-motivated approach to work, with the ability to work independently and as part of an international team.
- Familiarity with standard-setting processes and regulatory frameworks is highly desirable.

This is a full-time role based in Germany, the UK, the US or Mexico.

The salary for this role will depend on location and experience level. This role is a fixed-term contract for 12 months with the possibility of extension.

Interested candidates should be legally allowed to work in the countries specified. The SBTi cannot sponsor any working visas

What we offer:

- Working in one of the most successful and fastest-growing initiatives driving climate action;
- Exciting and challenging tasks in a dynamic, international, innovative, and highly motivated team;
- Salary Range will depend on location and experience.
- Training and development;
- Attractive holiday package

SBTi is an equal opportunity employer - committed to building an inclusive workplace and diverse staff, where all can thrive. We welcome and strongly encourage applications from candidates of all identities and backgrounds, and do not discriminate based on race, color, religion, gender or gender identity, sexual orientation, national origin, disability, or age.