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|---------------------------------|---|
| Role Title | International / European Chair *insert ISO, CEN, CENELEC, IEC etc. accordingly |
| Department | Committees, National Standards Body |
| Location | UK and/or abroad |
| Main Contact | Relevant Committee Manager at the European or international standards development organization ¹ |
| Other Contacts | 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 European or international technical committee(s) or sub-committee(s) which you chair. |

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 committee(s) which you chair

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

To attend meetings of the co-ordination bodies, advisory groups or management groups relevant to the work of the committee(s) you chair

To be aware of all projects in committee and familiar with all relevant directives, policies and guidelines governing the international / European standards development process which you are Chairing

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

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

To maintain close and effective working links with the relevant Committee Manager or other point of contact for the committee(s) you chair as well as with the relevant BSI point of contact where applicable

To promote CEN-CENELEC, ISO, IEC, etc. interests as relevant

Willing and available for travel to meetings (often overnight) in the UK and abroad and be accessible / responsive between meetings

Ability to participate in and Chair meetings via web conferencing facilities (e.g. WebEx, Zoom)

Skills / Knowledge / Experience

Essential

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

Desirable

- Previous experience chairing a committee of stakeholders with varied vested interests
- General knowledge, understanding of the sector
- Previous European / international standards-making experience

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