

Role Title	BSI Panel Chair
Department	Content Development, Content Solutions, National Standards Body
Location	BSI Chiswick Other locations in the UK
Main Contact	BSI Editorial Project Manager
Other Contacts	<u>Standards Assist</u> <u>Standards-Makers Communications and Engagement Manager</u>
Senior Contacts	Content Development Delivery Manager Head of Content Development Senior Standards Manager
Main purpose of the role	To pro-actively guide the standards drafting process by providing leadership and support to the panel(s) which you chair

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 of the panel(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 maintain a close and effective working relationship with the BSI Editorial Project Manager for the panel(s) you chair

To provide progress reports to the parent committee as and when necessary / requested

To ensure that deadlines are met, issues are quickly resolved and the project is not delayed

To effectively lead / manage your panel members in order to build consensus throughout the drafting process

To run effective meetings, keeping discussion focused and succinct and to take decisions and delegate actions as necessary

To safeguard the impartiality and integrity of the drafting process

To alert BSI to any perceived imbalances within the constitution of the panel, or under-representation of important interests or expertise

To approve drafts for public comment and for publication promptly

To agree / provide a list of items to cover at meetings

To actively promote the Draft for Public Comment facility to relevant parties to ensure that comments are submitted on time and using the correct procedure

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

Willing and available to travel to meetings (sometimes overnight) in the UK and to participate in / chair meetings using web conferencing facilities (e.g. WebEx)

Skills / Knowledge / Experience

Essential

- Communication skills
- Leadership / people management skills
- Project / programme management experience
- Understanding of what standards are
- Previous standards-making and / or consensus building experience
- Computer literacy

Desirable

- Previous experience chairing a committee of volunteers
- 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