

Role Title	Consumer / Public Interest Committee Member
Department	Standards Policy, National Standards Body
Location	BSI Chiswick Other locations in the UK and/or abroad
Main Contact	BSI Committee Secretary (Programme Manager) or other designated contact in the BSI Committee Service Centre
Other Contacts	BSI Consumer & Public Interest Policy Executive BSI Consumer & Public Interest Engagement Executive Standards Makers Development & Engagement Manager
Senior Contact	Head of National & European Policy Standards Publishing Manager
Main purpose of the role	To actively contribute to standards-making by providing the consumer point of view to technical committee(s) and/or working group(s) as per the brief agreed with the consumer organization you represent

Please note:

By accepting any role on any committee 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 / on committees.

Role Profile

Scope / Responsibilities

Attend any relevant induction / training for your role

To maintain close and effective working links with your nominating (consumer / public interest) organization or CPIN; keep them informed, report back after meetings, take briefs from them, etc.

To complete work and participate in discussion between meetings as required

To work constructively with your fellow committee members in order to build consensus within the committee

To share your expertise, knowledge and experience with your committee

To understand and adhere to BSI's policy on intellectual property rights

To register with eCommittees and attend training sessions relevant to committee work

Willing and available for travel to meetings (sometimes overnight) in the UK and/or abroad

For CPIN representatives only: seek approval from your Consumer Co-ordinator and the CPI Engagement Executive before attending committee and/or working group meetings

Skills / Knowledge / Experience

Essential

- General knowledge, understanding of your subject / priority area
- Good oral and written communication skills
- Negotiating and influencing skills
- Computer literacy
- Ability to work towards a shared goal / build consensus

Desirable

- Experience working with a range of stakeholders
- Understanding of what standards are

Person Specification

Essential

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

Desirable

- Patient
- Perseverant

IT Equipment

Essential

- Broadband connection
- An e-mail address
- Regular access to a computer or tablet