

Role Title	UK Expert
Department	Standards Development, National Standards Body
Location	UK and/or abroad
Main Contact	Relevant Committee Secretary at the European or international standards development organization ¹
Other Contacts	BSI Committee Secretary (Programme Manager) or other designated contact in the BSI Committee Service Centre for the UK Mirror Committee Standards-Makers Development & Engagement Manager
Senior Contact	Standards Publishing Manager Head of Market Development External Policy team
Main purpose of the role	To actively contribute to European / international standards-making by providing pro bono expertise to the working group(s) on which you serve

¹. The secretariat for European / international committees can be held by BSI so this contact *may* be a BSI staff member.

Please note:

By accepting any role on any committee you are accepting to work according to the principles outlined in both BS 0, the BSI Committee Member Policy and any policies and/or directives for your role from the relevant European / international organization. This role description is to provide further details about your specific role within standards-making / on committees.

Role Profile

Scope / Responsibilities

To actively engage in the work of the working group(s) on which you serve
Active engagement is defined as participating in meeting(s) where your particular expertise is required

To complete work and participate in discussion between meetings as required

To work constructively with your fellow European / international committee members in order to build consensus within the working group

To share your expertise, knowledge and experience with your working group

To consult with the relevant UK Committee(s) insofar as appropriate

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To, where applicable, keep close contact with your nominating organization in order to inform them about the progress of the work

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

Willing and available for travel to meetings (often overnight) in the UK and abroad

Skills / Knowledge / Experience

Essential

- Experience / expertise in the relevant sector or field
- Experience working with people from diverse backgrounds / cultures
- Communication skills
- Previous standards-making experience
- Ability to work towards a shared goal / build consensus
- Computer literacy

Desirable

- General understanding of how European / international standards work
- Previous European / international standards-making experience

Person Specification

Essential

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

Desirable

- Patient
- Perseverant

IT Equipment

Essential

- Broadband connection
- An e-mail address
- Your own computer or regular access to one