



## Senior Standards Officer, Standards Division

**Start Date:** A.S.A.P., 40 hrs p/w with Working Time Reduction benefit (36 days leave/year).

**Location:** Amsterdam, the Netherlands (remote location within +/- 1 hour CET by mutual agreement)

**Contract:** 1 year initially – extension by mutual consent

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### **Position purpose**

GRI is seeking a senior standards officer to contribute to the development of our leading Standards for reporting sustainability impacts. This position provides an exciting opportunity to join a fast-growing international organization in the field of sustainability reporting, working directly with stakeholders from business, civil society and inter-governmental organizations.

You will support the development of GRI Sector Standards, which are a new addition to the suite of GRI Standards. The GRI Standards are used by thousands of organizations around the world to report about their impacts on the economy, the environment, and society.

Standards for approximately 40 sectors will be developed under the GRI Sector Program and work will commence next on food and beverage, textiles and apparel, banking, insurance, and asset management. But no matter the sector of focus, you will have the opportunity to be involved with a wide range of sustainability content areas, such as tax, human rights, climate change, biodiversity and local community impacts. The role requires constant on-the-job learning and will provide opportunities to build knowledge about the GRI Standards, the process of standards development, and the sustainable development topics organizations engage with and manage.

### **What will your typical day look like?**

You will support the development of a GRI Sector Standard. On a daily basis this will include researching the relevant sector and sustainable development topics, coordinating and facilitating expert technical groups and other stakeholder processes, analyzing and interpreting expert and stakeholder feedback, setting up systems to track the progress of projects, and collaborating with internal stakeholders on various project outcomes.

Reporting to the Head of the Sector Program but working directly with the Standards Manager leading the respective project, you will support the progress of the project and the Sector Standard, including stewarding development of the content for some of the topics included in the Standard.

### **Responsibilities include:**

- Be a subject matter expert on the GRI Standards
- Provide project management support, including coordinating the activities of the expert technical group by coordinating meeting schedules, preparing meeting agenda and materials and collating key outcomes
- Present on sustainable development topics and research findings, and facilitate discussions with experts and stakeholders to identify the content that should be recommended for inclusion in the Sector Standard
- Develop key engagement tools for various expert and stakeholder engagement processes, such as surveys
- Analyze qualitative feedback from consultations, including compiling and organizing feedback, synthesizing and interpreting large amounts of technical input, researching

and proposing solutions to address the feedback, and presenting findings for specific audiences

- Develop high-quality written materials, including presentations, briefing documents, departmental documents and program proposals
- Represents GRI at external and internal events related to the GRI Standards

### **Who are you?**

You are an ambitious professional who has worked in an environment that has given you an understanding of sustainability reporting or how organizations manage sustainable development issues.

You will be organized, detail-orientated, and able to work independently as needed, balancing and prioritizing multiple tasks. Excellent written and verbal communication skills are a must and experience working in stakeholder engagement processes and writing technical content will be an advantage.

### **Other requirements include:**

- Fluency in written and spoken English
- Minimum 4 years' experience working on multi-faceted projects, involving research and analysis of complex issues
- Experience or expertise in one or more sustainable development topics.
- An understanding of the GRI Standards, sustainability reporting or experience developing standards, management systems or performance indicators, will be an advantage
- Strong logical thinking skills and the ability to synthesis qualitative information, including competing views, to develop a recommendation
- Experience working with online tools such as zoom, miro
- Ability to work and collaborate in an international and multi-cultural setting
- An affinity with the mission and vision of GRI

### **About GRI**

GRI is the independent, international organization that helps organizations be transparent and take responsibility for their impacts. We do this through the creation of the world's most comprehensive set of sustainability reporting standards

As the global standard setter for impact reporting, GRI plays a unique role in the global drive to create a sustainable future for all. Sustainability reporting enables transparency and helps markets function more efficiently, supporting better decisions that create sustainable benefits for everyone.

GRI works with businesses, investors, policymakers, civil society, labor organizations and other experts to develop the Standards and promote their use.

The GRI Standards are the world's most widely used sustainability reporting standards, and today some 10,000 organizations, including 75% of the largest 250 companies in the world, disclose sustainability information through the GRI Standards – something unimaginable only 15 years ago. In addition, our standards are referenced in 160 policies of governments, regulators, and stock exchanges in 60 countries.

Headquartered in Amsterdam, the Netherlands, we have a network of seven regional hubs ensuring we can support organizations and stakeholders worldwide.



### How to apply

Interested candidates are invited to submit their **resume and letter of interest in English** to [recruitment@globalreporting.org](mailto:recruitment@globalreporting.org). The deadline to submit an application is **12.00 noon (CET), 04 August 2022**. GRI appreciates all expressions of interest, however ***only short-listed applicants with resume and letter of interest*** will be contacted.

GRI, Attn. Human Resources

Visitors' address: Barbara Strozzi laan 101, 1083 HN, Amsterdam, The Netherlands

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Keywords: sustainable development, non-financial reporting, sustainability reporting, corporate social reporting, Climate, ESG, Corporate Social Responsibility (CSR), TCFD, TNFD, Global Reporting Initiative GRI, IFRS, Taxonomy, CSRD, International Sustainability Standards Board (ISSB), ISO, Materiality, Disclosures, Sector Standards, Human rights.

