Position summary and job purpose
The post holder contributes to the development of technical content for the GRI Sustainability Reporting Standards (GRI Standards), which are used by thousands of organizations around the world to report their impacts on the economy, the environment, and people. The post holder is primarily responsible for drafting and reviewing technical content for the GRI Standards, in close collaboration with the relevant project teams. The post holder works to ensure the highest degree of clarity, consistency, and quality of technical content across the GRI Standards.

The ideal candidate for this role will have proven experience in writing technical content, excellent analytical skills, strong time management skills, and a keen interest in the sustainable development agenda.

The post holder will report to the Head of Technical Development, Standards.

Job responsibilities
- Draft technical content for the GRI Standards, in close collaboration with relevant project teams, based on the input from expert groups and public comments and appropriate research
- Review technical content across the GRI Standards, to ensure the clarity, consistency, and quality of this content
- Provide advice to project teams and serve as internal contact point for questions on the drafting of technical content for the GRI Standards
- Manage projects to develop or update technical concepts and definitions in the Standards, including conducting appropriate research and consultation with internal and external parties and the Global Sustainability Standards Board (GSSB)
- Develop guidance on best practices for drafting technical content for the GRI Standards and provide training and onboarding to colleagues
- Provide input to the ongoing development of the GRI Standards by proactively identifying areas of improvement
- Develop FAQs and other communication materials to clarify technical concepts of the GRI Standards to external audiences, as needed
- Review the use of the technical content of the GRI Standards in other GRI products and services, such as training materials, to ensure conformity with the Standards, as needed
- Participate in external initiatives concerning the development of standards, as needed
- Other duties as requested

Key competencies / Requirements
- Minimum 7 years proven experience in developing or drafting standards, guidelines or KIPs
- Technical knowledge of reporting standards and expertise in the GRI Standards is an advantage
- Familiarity with and interest in sustainability issues and the sustainable development agenda
- Results focused with ability to handle multiple tasks and work to precise deadlines
- Excellent analytical skills and attention to detail and a commitment to the highest standards of quality
- Excellent writing skills and ability to write clear content for a variety of audiences
• Fluency in written and spoken English
• Excellent team-working (interpersonal) skills and ability to provide clear and constructive feedback and to work with others to find solutions
• Experience of delegation of tasks to colleagues along with appropriate supervision
• Able to work in an international and multi-cultural setting
• Affinity with the mission of GRI

About GRI
GRI (Global Reporting Initiative) is the independent, international organization that helps organizations be transparent and take responsibility for their impacts so that together we can create a sustainable future. We do this through the creation of the global common language for organizations to report their sustainability impacts. This enables informed dialogue and decision making around those impacts.

GRI is the global standard setter for impact reporting, which through an independent, multi-stakeholder process, maintains the world’s most comprehensive set of sustainability reporting standards. Available as a free public good in 12 languages, the GRI Standards are, globally, the most widely used for sustainability 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 GRI Standards and promote their use by organizations around the world. The resulting standards help governments hold organizations accountable for their impacts and initiate dialogue to drive corporate contribution to national and international sustainable development efforts.

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 explicitly 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, eligible to live and work in the Netherlands, are invited to submit their resume and letter of interest in English to recruitment@globalreporting.org. The deadline to submit an application is 12.00 noon (CET), Wednesday, 12 January 2022. GRI appreciates all expressions of interest, however only short-listed applicants will be contacted.

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