

## ASSURANCE MANAGER

### JOB DESCRIPTION

**LOCATION:** This position is home-based with some international travel.

**SALARY:** Competitive depending on experience.

**STARTING DATE:** As soon as possible.

**CLOSING DATE FOR APPLICATIONS:** 15 April 2023

#### ABOUT ALLIANCE FOR WATER STEWARDSHIP (AWS)

AWS is a growing global membership-based collaboration that connects organisations dedicated to promoting responsible use of freshwater. Our members include businesses, NGOs, and public sector organisations. Members contribute to the sustainability of local water-resources through the implementation and certification the universal framework for the sustainable use of water – the International Water Stewardship Standard, or AWS Standard – that drives, recognises and rewards good water stewardship.

The AWS Standard provides a globally applicable framework for major water users to understand their water use and impacts, and to work collaboratively and transparently for sustainable water management within a catchment context. The AWS Standard system is built on third party certification and service providers to support and assess the implementation of the Standard.

The AWS Standard System is overseen by a multi-stakeholder governance structure and fuelled by information from members, partners and a growing number of local water stewardship networks and coordinators. Knowledge and learning are fundamental to both our ambitions for growth and the integrity of the AWS System. By connecting organisations at the forefront of collaboration on water, AWS facilitates the exchange of knowledge to advance the uptake of water stewardship worldwide.

AWS is a growing organisation. Our highly motivated team is dispersed across several countries. We are seeking an Assurance Manager to join our team and play an instrumental role in the future growth and impact of the AWS System.

#### ABOUT THE ROLE

As Assurance Manager you will be responsible for managing all aspects of AWS's Assurance System. You will be a key member of the System Integrity Team and report to the Chief System Integrity Officer.

The role includes oversight of accredited and appointed Conformity Assessment Bodies, ensuring the quality, and availability of all data regarding AWS assurance system, certificates, processing site

information held in Salesforce; ensuring full compliance with ISEAL Assurance Code, ISEAL Credibility Principles, and ISO codes.

You will also develop assurance related policies and procedures necessary for successful implementation AWS Standard in relation to the AWS Assurance system, in particular AWS Certification Requirements.

The successful candidate will join the AWS Training Programme also managed under System Integrity business unit, and AWS will provide support to become an AWS Trainer.

Effective working relationships with service providers, partners, AWS members, and other AWS staff from around the world will be a crucial element of the role, helping to maintain stakeholder confidence in the integrity of the AWS System.

## **WHO YOU ARE AND WHAT YOU'LL DO**

### **You're an experienced professional in sustainability standards.**

- You have minimum of five (5) years' experience in sustainability standards and assurance-related roles with ISEAL member standards, ISO Scheme, or other sustainability standard schemes.
- You will ensure excellence in the implementation of all aspects of the AWS Assurance in compliance with ISEAL Assurance Code and other codes as required.

### **You're a data geek**

- You have significant experience with processes and data relating to certification schemes, and a high level of attention to detail in the management of data.
- You will ensure that all data relating to the Assurance System is gathered and managed to the highest standard and will support other team members to achieve the same standard across the AWS organization.

### **You're a collaborator**

- You are naturally collaborative and comfortable working across multiple time zones with diverse stakeholders.
- You will recognize the high level of interdependencies across our program of work and promote coordination and mutual support across the team, other AWS Business Units, local networks, members, and partners to grow the AWS System.

### **You're passionate about global sustainability issues**

- You have an enthusiasm for social and environmental issues that is demonstrated through knowledge and experience, ideally with a substantial knowledge of water issues. You have a desire to see positive social and environmental impacts from committed organisations and understand and relate to different cultures and their developmental challenges.
- You will inject this passion into your work and contribute to the promoting a culture of learning, sharing and support in AWS.

## **WHAT YOU'LL NEED TO SUCCEED**

- As noted above, five years' experience in an assurance related role, preferably with an ISEAL member organization, ISO or other Scheme owner.
- Experience and qualification as an auditor for sustainability standards would be considered an asset.

- Degree or equivalent in a relevant discipline (e.g., hydrology, conservation, environmental science, water stewardship, agriculture, forestry or similar).
- Experience in management of data and documents related to standards, audits, accreditation, certification, and/or assurance, ideally with experience in e.g., Salesforce, SharePoint, Teams, Excel.
- Solid understanding of approaches to sustainability and natural resource or environmental management (experience in water conservation and/or management would carry additional weight).
- Fluency in written and spoken English.
- Ability to communicate effectively with external and internal stakeholders.
- Excellent office procedure and administrative skills with a high level of attention to detail.
- The ability to travel internationally as required for the role.

## HOW TO APPLY

If you think you might be right for this job, and this job might be right for you, please send an email marked "VACANCY: ASSURANCE MANAGER" to [gail@a4ws.org](mailto:gail@a4ws.org). Your email should include the following attachments:

- A covering letter in English explaining why you are interested in the position and demonstrating how you meet the job description.
- Your current CV in English with email addresses and telephone numbers of two references.
- An indication of when you would be available to take on the role, if selected.

Closing date for applications is 15 April 2023.

Only shortlisted candidates will be contacted. Unfortunately, we cannot provide feedback to unsuccessful candidates.

AWS is an equal opportunities employer and do not discriminate on the grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.

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### ALLIANCE FOR WATER STEWARDSHIP (SCIO)

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AWS is registered as a Scottish Charitable Incorporated Organisation (SC045894)