



# Technical Content Manager, Sustainability Reporting Standards

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

**Location:** Amsterdam the Netherlands preferred (remote location within +/- 3 hours CET by mutual agreement)

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

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## Position summary and job purpose

Do you want to have a key role in the development of the world's 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. As Technical Content Manager, you will ensure the highest degree of clarity, consistency, and quality of content across the GRI Standards.

You are responsible for drafting and reviewing the technical content of the GRI Standards, in topics as varied as biodiversity, climate change, and human rights, working in close collaboration with the writers/editors and the relevant project teams.

You bring experience in developing or drafting technical content (such as standards, guidelines or KPIs), excellent analytical skills, strong time management skills, and a keen interest in the sustainable development agenda.

## Job responsibilities

- Draft technical content for the GRI Standards, in close collaboration with the writers/editors and the relevant project teams, based on the input from expert groups, public comments and research
- Review content across the GRI Standards, to ensure the clarity, consistency, and quality of the content
- Provide advice to project teams and serve as internal contact point for questions on the drafting of content for the GRI Standards
- Manage projects to develop or update technical concepts and definitions in the Standards, including research and consultation with internal and external parties and the Global Sustainability Standards Board (GSSB)
- Develop guidance on best practices for drafting 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
- Review the use of the content of the GRI Standards in other GRI products and services, such as training materials, to ensure conformity with the Standards
- Participate in external initiatives concerning the development of standards
- Other duties as requested

## Key competencies / Requirements

- Minimum 7 years proven experience in developing or drafting standards, guidelines or KPIs
- 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. We do this through the creation of the global common language for organizations to report their sustainability impacts, enabling 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 the world's most widely used sustainability reporting standards.

GRI works with businesses, investors, policymakers, civil society, labor organizations and other experts to develop the Standards and promote their use. 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, eligible to live and work in the Netherlands, 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), 06 June 2022**. GRI appreciates all expressions of interest, however only short-listed applicants will be contacted.

GRI, Attn. Human Resources

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