



Pembroke House
21 Pembroke Road
Sevenoaks
Kent TN13 1XR
United Kingdom

Assured Steel Certification

Job Description

Senior Environmental Specialist

Overview:

CARES is the world's leading independent provider of assured certification for the constructional steels industry. CARES operates in more than 48 countries and provide confidence in product performance and provenance to discerning public and private sector stakeholders. CARES has offices in the UK, Hong Kong, Singapore, Australia and the UAE.

CARES digital ecosystem offers speed and transparency in ever more complex international supply chains where safety, sustainability and product quality data are all mission critical.

CARES' track record of excellence in assurance services spans 40 years, built on unrivalled sector knowledge, professional expertise, and digital certainty.

Job Purpose:

S/he will provide technical and administrative support to the Chief Technology & Sustainability Officer (CT&SO) and will report to CT&SO.

This role will be part-time, home-based and may involve travel within the UK and overseas. If required, travel is contained within the working week but on occasion, flexibility to travel at a weekend may be required. Depending on business activity, the role may develop into a full-time role.

The conditions of service, including specific procedures, relating to this role are given in the CARES Employee Handbook. The Handbook will be subject to an annual review. Any amendments considered necessary will be made only after direct notification to the staff concerned.

Duties and Responsibilities:

General

- Provide assistance to the CT&SO in implementing, monitoring and evaluating CARES' Strategy and action plans on sustainability.
- Provide technical support to the CT&SO.
- Liaise, in conjunction with other members of CARES management and as appropriate, with specifiers and users of CARES certifications, to ensure that the CARES Schemes continues to be appropriate to their needs.
- Undertake other duties as the CT&SO may require.

Independent | Impartial | Trusted

Tel: + 44 1732 450000 • general@carescertification.com | carescertification.com

UK Certification Authority for Reinforcing Steels, company limited by guarantee. Registered in England No. 1762448, registered office as above. The use of the United Kingdom Accreditation Service (UKAS) accreditation mark indicates accreditation in respect of those activities covered by the accreditation certificate number 0002.





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Sustainability

- Support CARES Sustainability Scheme (ISO 14001 EMS, ISO 45001 OHSMS, CARES Sustainable Constructional Steel, BES 6001 Responsible Sourcing, ResponsibleSteel, Global Steel Climate Council, Environmental Product Declaration and Carbon Footprint Reporting) developments and projects.
- Conduct comprehensive Life Cycle Assessments (LCAs) to evaluate and quantify environmental impacts across the entire product life cycle for iron and steel making.
- Assist with the development and maintenance of relevant product and system standards as appropriate to the Sustainability Scheme and their subsequent inclusion within the relevant systems of CARES.
- Maintain a good working relationship with Scheme Manager – Sustainability (SM-S) and CARES sustainability consultants.

Other

- Support sustainability related market intelligence and research activities and report to the CT&SO.
- Assist following up new business opportunities and setting up meetings.
- Support proper handover, in conjunction with the CT&SO and Chief Operating Officer (COO) of new businesses to the concerned Operational Scheme Managers (SMs).
- Maintain personal contacts with approved firms, users and specifiers.
- Keep records up-to-date and in an orderly fashion. These include, but are not limited to:
 - CARES SharePoint
 - CARES CMS
 - CARES Cloud
 - Objectives
 - Enquiry log
 - Action plans
 - Special Reports as and when required
 - Outlook calendar, Web-expenses and Staffology

Knowledge, Skills and Experience:

- Educated to degree standard in a relevant branch of engineering in environment or metallurgy or material science. Preferably a Chartered Engineer and a member of a professional institution.
- Have a degree of experience in those products and services which are included within the certification schemes of the company.
- Have a minimum of 5 years appropriate experience in the iron and steel industry.
- Have good knowledge of steel production routes, products and life cycle stages.
- Have basic technical skills including an ability to understand existing systems, emerging technologies and best practices in applying procedures, tools and methods.
- Have good knowledge of using Microsoft packages
- Have ability to build relationships with great communication skills.

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- Experience with team approaches to problem-solving.

Agreed by Job Holder (Name): _____

Signed: _____

Date: _____



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