



RSB
Roundtable on
Sustainable Biomaterials
www.rsb.org

ROUNDTABLE ON SUSTAINABLE BIOMATERIALS

**RECRUITMENT: Digital Solutions Manager
Full Time**

January 2022

The Roundtable on Sustainable Biomaterials (RSB) Association seeks a highly motivated individual to join our organisation as our Digital Solutions Manager, an ideal position for an individual interested in furthering an international career in a sustainability organisation. You will join a team of passionate, energised, and supportive individuals dedicated to promoting sustainability in the fuels, energy, and materials sectors through the implementation of the RSB Standard and certification system.

The position is full-time with flexibility considered and based in South Africa.

About Us

We are a small and dedicated team of committed professionals working on a global scale to develop solutions to some of the world's biggest challenges. We are a remote team, situated in many countries around the world, with a strong, collaborative working mind-set fosters professional development and a healthy work-life balance. Our team allows for individual autonomy and the opportunity to engage with a full spectrum of roles within a diverse sustainability organisation.

The RSB is a global, multi-stakeholder organisation dedicated to driving the truly sustainable development of the bioeconomy - as described in our best-in-class sustainability Standard. We are frequently noted as industry leaders in navigating the complexities of supply chain sustainability, and take pride in applying our robust sustainability framework in diverse sectors including aviation, chemicals, materials and shipping, among others.

Our work includes:

- Continuous improvement of the circular and bio-based economy through development and application of the RSB Standard and related sustainability solutions
- Advisory services and policy support to industry, government, and civil society to ensure a robust approach to sustainability.
- Engagement and development of our global member community to ensure broad stakeholder support and achieve meaningful impact.
- Implementation of grant-funded projects to integrate sustainability into supply chains and develop solutions for applying sustainability.
- Supporting credible, practical, and affordable certification to our best-in-class Standard.

Your Role

The Digital Solutions Manager will lead the development and implementation of RSB's new and refined digital services and platform initiatives, collaborating with the RSB team, external stakeholders, and consultants to grow and maintain RSB's digital offerings.

Specific duties include:

RSB Academy (E-Learning Platform)

- Work with the RSB Executive Director and RSB Programme Director to develop, implement, and maintain a business model for the RSB Academy with multiple levels of access for free and paid members
- Identify, develop, and implement opportunities and offerings for e-learning platform operators, to include:
 - Online courses
 - Digital documents library
 - Technical reports
 - Expert support solutions
 - Online forum
 - Tools and Templates
 - Management of partner resources
- Manage implementation of the RSB e-learning platform and service, identifying and addressing issues and opportunities throughout development
- Collaborate with the RSB Team and external consultants to develop content for the RSB e-learning platform, based on the RSB Standards and outputs of other RSB activities

RSB Impacts Platform

- Develop and maintain a logical framework for an RSB Impacts Platform to measure sustainability indicator progress from initial assessments to final certification for supply chains
- Evaluate IT options for RSB Impacts Platform and serve as the primary organisational contact with contractors for the platform
- Manage implementation of the RSB Impacts Platform, identifying and addressing issues and opportunities throughout development
- Ensure compliance with the ISEAL Impacts Code and other requirements

RSB Registry

- Support RSB to provide an RSB Registry to the market as a transaction database for RSB-Certified materials

About You

Required - Education, Experience, and Qualifications

- Minimum of three years of professional experience with digital service development and management
- University degree in a relevant field or equivalent experience
- Fluent spoken and written English
- Experience working with large datasets, analysing and adjusting data for desired results
- Experience of writing tendering and specification documents and selecting or recommending suppliers
- Strong computer skills to develop and support digital solutions, ideally with knowledge of website development, Excel, and Access or SQL
- Experience with project management and working with or managing external consultants and service providers, including the effective communication of specifications, testing, implementation, monitoring schedule and progress, and budget control
- Experience generating support and guidance documents for software, services, or solutions with a focus on end-users

Required - Personal Attributes

- Proactive
- Open-minded
- Efficient
- Ability to work with a multicultural and virtual team
- Strong motivation and drive for sustainability
- Excellent interpersonal communication skills
- Willing to travel as required by the job
- Flexible and willing to learn continuously in an exciting environment

Desired - Education, Experience, and Qualifications

- Recognised project management and / or process management qualification (e.g. Agile, PMP, Sigma, etc), or evidence of successful training in one
- Specific knowledge and/or experience in sustainability standards and certification systems
- Knowledge of or experience with GDPR Compliance

Why Work With Us

Join a small, dedicated, and multi-cultural team of professionals who are committed to building a brighter future for people and planet.

Great Benefits

- Competitive salary

- Excellent holiday provision: 30 days annual paid leave plus 12 flexible paid leave public holidays
- Annual salary adjustments for cost-of-living increases
- Flexible working hours
- Remote working (home-office), with periodic in-person team meetings (IAW host nation guidance)
- Professional development opportunities
- Travel insurance

Important Information

- **Location:** Mainly home office-based (located in South Africa). Regional and global travel will be required from time to time for team and other organisation meetings, meeting stakeholders and in delivering projects
- **Full Time:** 40 hours / week
- **Start Date:** As soon as possible
- **Duration:** Permanent
- **Deadline for Applications:** 1 February 2022

How To Apply

To apply, please send a cover letter and CV in English with salary expectations and contact details for up to three references to the email address info@rsb.org. Shortlisted candidates will be invited for an online interview by the end of January.