

JOB DESCRIPTION

JOB TITLE

SMETA Product Manager – Responsible Sourcing

REPORTING RELATIONSHIPS

Responsible to: (Immediate Director/Manager job titles)	Head of Responsible Sourcing & Stakeholder Management
Other reporting line (e.g. to committee/board/project manager)	
Responsible for: (No. & Job Title)	One of the Product Managers will have direct management of a Product Executive

MAIN PURPOSE OF JOB

Sedex is a global membership organisation that prides itself on making it simpler to do business that's good for everyone. We're home to the world's largest collaborative platform for sharing responsible sourcing data on supply chains, used by more than 50,000 members in over 155 countries. Tens of thousands of companies use Sedex to manage their performance around labour rights, health & safety, the environment and business ethics through the use of the SMETA (Sedex Member Ethical Trade Audit), the world's most used methodology.

Our products and services enable members to bring together many kinds of different data sets, methodologies, standards and certifications, to make better-informed business decisions, and to drive continuous improvement across their value chains. Sedex uses technology as a platform to help create solutions for data capture as well as developing insights, trainings, guides and collaborative spaces for the membership and wider stakeholder community.

Understanding the community of stakeholders that we engage with (our membership, strategic partners, our Sedex Stakeholder Forum, and wider industry contacts) we are expanding our Responsible Sourcing team so we can apply industry knowledge and best practice to ensure that all investment in the 'management of' and 'development of' products and services has a clear added value and return on investment for our membership and our overall strategic business goals.

The aims of the Responsible Sourcing team are to:

- Establish and maintain Sedex's leading credibility in responsible sourcing across all 4 pillars.
- Gather and embed industry knowledge, trends and best practice to enable Sedex to support members and future members to achieve their responsible sourcing objectives.

- Identify, develop and launch relevant industry products, services and education that support member's needs

The team comprises:

<p>Head of Responsible Sourcing & Stakeholder Management</p> <p>Lead the development of a portfolio of new and existing products and services to ensure they are relevant, fit for purpose and of added-value for Sedex members aligned with the overall Sedex strategy.</p>	
<p>Product Manager – Responsible Sourcing (x2)</p> <p>The Product Manager owns the development, relaunch and embedding of Sedex's existing products and services.</p>	<p>Innovation Manager – Responsible Sourcing</p> <p>The Innovation Manager owns the research and development of new products and services through Sedex platform or 3rd party partnerships</p>
<p>Stakeholder Manager (p/t) – Responsible Sourcing</p> <p>The Stakeholder Manager identifies, develops and manages relationships with external stakeholders to support Sedex.</p>	<p>Product / Innovation Executive – Responsible Sourcing (x2)</p> <p>Supports the Responsible Sourcing team management and creation of relevant product and service offers through research, analysis, content creation, project management and coordination skills.</p>

KEY OUTPUTS – SMETA Product Manager

- Responsible for the identification, development and project leadership to existing products and reporting tools on time and within budget.
- Specific owner and champion, both internally and externally, for all SMETA tools across our audit methodology and driving continuous improvement and added value for our members.
- Working in collaboration with key leading audit businesses and key Sedex members to develop the products and guidance / standards to ensure optimum data and reporting quality
- To develop and drive an Audit Quality Programme for SMETA audit methodologies to be trialled and rolled out globally.
- Ensure all major and relevant stakeholders and members (including Sedex Stakeholder Forum and working groups) are appropriately consulted and considered to support product evolution process.
- Researches industry best practice, engages with recognised industry experts and applies insight and trends to feed in to product creation.
- Identification and creation of reports for members and the wider Responsible Sourcing Community to analyse and summarise information from the Sedex Advance platform to support improvement, provide insight and meet member reporting needs.
- Support Account Managers and Business Development team to support existing and prospective member needs.
- Develops content for guides, training and supplementary materials and as appropriate host and communicate at member or wider industry events (conferences, Sedex webinars and events).
- Development and coaching of direct report (for one role)

KNOWLEDGE, SKILLS & EXPERIENCE

(Bold are essential)

- **Excellent knowledge of Responsible Sourcing/Sustainable supply chains with a particular focus on human & labour rights – approximately 5 years' experience**
- **Extensive knowledge of social auditing methodologies and working knowledge of managing and developing audit programmes**
- **Strong facilitation skills to drive responsible sourcing stakeholder engagement and relationship management**
- Understanding/demonstrate experience in 'beyond audit' and the principle of continuous improvement
- Experience leading the development or revision of a sustainability standard following ISEAL best practices
- Experience applying the UN Guiding Principles on Business & Human Rights in a global supply chain context
- Management and development of direct report(s)
- Excellent written and verbal communication
- Excellent Project management
- Research skills and analytical skills
- Demonstrate the Sedex values – service orientated, quality driven, collaborative a simplifier and take responsibility

RESPONSIBILITY & DECISIONS

Responsible for:

- Project leadership and delivery of SMETA product updates
- Leads the communication and engagement of the specific product workgroups with the SSF community
- Development and engagement of external subject matter expert partnerships
- Developing and presenting product updates via webinars and at industry and stakeholder events
- Review and benchmarking of competitor offers
- Continuous development of existing products, services and reporting tools

Contribute to:

- Development of the optimised Sedex offer across 4 pillars of Labour, Health & Safety, Environment and Business Ethics.
- Quality assurance programme of SMETA auditing methodology
- Improving audit data quality and reassurance programme

DECLARATION

This is a description of the job as it is at present. It is the practice of Sedex to review job descriptions regularly to ensure that they relate to the job as is being performed or to incorporate whatever changes are being proposed.

This review will be carried out by the Director/Manager in consultation with the jobholder, who will be expected to participate fully in such discussions. It is the aim to reach agreement to reasonable changes, but if agreement is not possible the Director reserves the right to decide on changes to the job description proportionate with the job-holder's position in the organisation.

Completed by	Name (Director/Manager)	Signed	Date
	Name (Staff Member)	Signed	Date
Date of Review	Signature (Staff Member)	Signature (Director/Manager)	Date
	Signature (Staff Member)	Signature (Director/Manager)	Date