

Traceability Manager

UK

Starting date: As soon as possible

Contract Type: Fixed term (two years renewable)

Salary: UK: £58-62k
Geneva: CHF 90k – 95k
Commensurate with skills and experience

Location: UK (London, or accessible to London) or Geneva

Application closing date: Applications will be accepted on a rolling basis until 01/04/21



Description

In the 2018-2019 cotton season, the Better Cotton Initiative (BCI) and its Partners have supported over 2.3 million farmers in 23 countries in adopting more sustainable agricultural practices. Thanks to these efforts, Better Cotton accounts for around 22% of global cotton production, making it the largest cotton sustainability programme in the world. The work encompasses stakeholders from farms to fashion brands and civil society organisations, driving the cotton sector toward sustainability. BCI aims to transform cotton production worldwide by developing Better Cotton as a sustainable mainstream commodity.

BCI is the largest global cotton production and stewardship community, and today we have more than 10,000 supply chain actors using the Better Cotton Platform (BCP) – making us unique in our convening power and essentially, we also offer a pre-competitive space. This makes us ideally placed to implement a uniform, global traceability system – we can only solve this through collaboration across the entire community.

Diverse stakeholders in many countries around the world may be affected by this change to the BCI system. Although the desired future state is not yet clearly defined – we expect traceability will enhance our mission to make global cotton production better for the people who produce it, better for the environment it grows in and better for the sector's future. The data required to support traceability is diverse, highly distributed across many countries in the cotton supply chain and mainly confidential. Existing processes must continue to operate throughout the change process and BCI must emerge more effective and more efficient.

There is much to do to achieve the continued and accelerated transformation of the global cotton sector to a fairer and more sustainable system.

BCI is seeking an experienced manager with strong project management as well as technical skills in traceability, supply chains, data, standards and relevant technology. Experience of working in a multi-stakeholder initiative and familiarity with membership consultations will also be helpful. This will be a complex transformative project with many moving parts. The role will work closely with the Director of Data and Traceability. It is anticipated that this workstream will grow and evolve rapidly and this position will manage additional staff.

The Role

Reporting to: The traceability manager reports to the Director of Data and Traceability

Posts this role manages: The traceability coordinator, consultants, solution providers and more as the team grows

Traceability Manager

You will:

- Run consultations with relevant experts and BCI's membership, from retailers and brands, suppliers and manufacturers to farmer representatives, to define future state and system requirements
- develop the capability and capacity of the traceability function as needed to support the programme
- Work with stakeholders, manage inputs from external experts and evaluate solution providers to develop the required systems and any agreed solution designs - incorporating best practice and best-in-class tools
- Manage a portfolio of traceability pilot projects in selected BCI countries, liaising with stakeholders, donors and BCI internal teams.
- Act as the central coordination point across the programme – from BCI leadership and delivery teams to supply chain participants, relevant solution providers and other stakeholders
- Ensure that an appropriate traceability solution is delivered to meet the needs of BCI's stakeholders within agreed timescales and budget

This challenging role offers excellent opportunities for personal and professional development, together with a competitive benefits package.

Responsibilities

As Traceability Manager you will:

- Work closely with project stakeholders to understand the business requirements, developing close working relationships and on-going management processes
- Define the deliverables, business processes, resource requirements and work plan for the project, and manage their development and delivery
- Manage the project budget, monitoring expenditure and costs against delivered and realised benefits as the programme progresses
- Engage with BCI cross-functional team contributing inputs to the project.
- Run regular weekly project team and monthly steering group meetings
- Build and manage a delivery team as needed – including the (in post) Traceability Coordinator
- Ensure delivery of progress updates, risk and issue logs, performance metrics, delivery reviews and other reports to the project board and relevant stakeholders
- Ensure adoption of 'best practice' - where it exists (e.g. in data standards, IT systems development)
- Work closely with BCI's Digital Transformation Group to ensure appropriate data governance and information security systems are implemented, with relevant consultation and assurance procedures
- Credibly represent BCI and the programme in relevant fora (with members, other stakeholders, funders, partners, etc)
- Ongoing risk-mapping for the project and the traceability system itself, ensuring effective project risk management
- Manage external consultants on assignments/ research related to traceability
- Ensure timely delivery of activities/ assignments of externally-funded projects and donor reporting.

Traceability Manager

The candidate will have the following Skills, Knowledge, and Experience:

Skills, Knowledge and Experience
<i>Essential</i>
<ul style="list-style-type: none">• Demonstrated interest in related topics: sustainability, standard systems, farming, textiles or technology for traceability
<ul style="list-style-type: none">• Excellent project management skills
<ul style="list-style-type: none">• Strong stakeholder consultation and engagement skills
<ul style="list-style-type: none">• Excellent communicator, able to manage stakeholder expectations
<ul style="list-style-type: none">• A proven track record of successful technical project implementation and change management in a demanding commercial environment.
<ul style="list-style-type: none">• Strong analytical/data skills
<ul style="list-style-type: none">• Budget management
<ul style="list-style-type: none">• Demonstrated team and topic leadership skills
<ul style="list-style-type: none">• Supplier management (ideally including technology suppliers)
<ul style="list-style-type: none">• Experience of the whole project life cycle, able to operate from the initial conceptual design stage, to the depths of system testing, and at each stage in between.
<ul style="list-style-type: none">• Consultative and persuasive
<i>Desirable</i>
<ul style="list-style-type: none">• Relevant qualifications in project and programme management techniques
<ul style="list-style-type: none">• Knowledge of traceability
<ul style="list-style-type: none">• Knowledge of the textile industry

Working Arrangements

The position is full-time (40 hours per week) and will be based in our London or Geneva offices. BCI offers flexible working, with core hours of availability being 10am – 4pm UK time and post-Covid working from home options currently being reviewed. Pending Covid restrictions, some travel will be required (10-15%).

Applications:

Interested applicants with the required attributes are asked to send a detailed CV (3 pages maximum) and a motivational letter (2 pages maximum), in English, by email to recruitment@bettercotton.org with subject: "Application – Traceability Manager" by 1st April 2021 at the latest.

We thank all applicants for their interest, however only shortlisted candidates will be contacted.

BCI is currently unable to provide sponsorship for work permits, and candidates need to have a pre-existing right to work in the location where they will be based.

BCI is an equal opportunities employer, and is committed to good practice and transparency in the management of natural, human and financial resources.