



JOB DESCRIPTION

Basic Job Details			
Job Title	Equipment and Standards Technical Officer		
Department	Technical	Office Location	UK, Ashford Head Office
Position Status <i>(Full/Part-time/Contract)</i>	Full time/Permanent	Hours of Work	35 hours per week
Reporting to	Head of Technical (indirect report to CEO)		
Direct/Indirect Reports	N/A		
Purpose of the Role			
<p>The Equipment and Standards Technical Officer is responsible to coordinate, facilitate, support & engage the IRATA Equipment and Standards Committee (ESC), the IRATA leadership team and other stakeholders on technical and Equipment standards matters related to industrial rope access.</p>			
Main Duties and Responsibilities <i>(but not limited to)</i>			
<ul style="list-style-type: none"> • Act as the primary point of contact between the ESC and IRATA Head Office, ensuring timely and effective two-way communication. • Working closely with the ESC Chair, to coordinate and support ESC meetings, including agenda planning, venue arrangements, distribution of materials, minute-taking, and follow-up on actions. • Communication of IRATA policies, decisions relating to equipment and standards. • Provide regular reports to include feedback, concerns and suggestions for improvement to the Head of Technical. The report should inform on relevant developments in equipment and standards and potential risks and provide timely updates and relevant insights to support decision making. • Attend and present at ESC and other relevant committee meetings and contribute to discussions where requested. This will usually be by remote conference but at times may require in person attendance. • Provide and present relevant up to date information to support meetings. • Assist in the organisation- events, workshops, and meetings. • Develop and maintain strong working relationships with the ESC chair and members to build trust and ensure effective collaboration. • Track and report on regional trends, standards, issues. • Champion IRATA’s mission, vision, and values positively in all interactions with regional stakeholders and external partners. • Represent IRATA on relevant standards committees, events or forums, as requested, to support relationship-building and brand visibility. • Stay informed about all sub-committee activities and escalate issues or concerns to line management as appropriate. • Review and manage ESC committee agendas to ensure items are tabled at the appropriate levels and that they align with IRATA’s strategic objectives. • Handle committee-related communications, responding to email and telephone enquiries and redirecting them to relevant stakeholders as appropriate. • Direct and manage ESC projects and working groups to ensure delivery within appropriate timelines. • Provide information and guidance to IRATA stakeholders relating to equipment and standards. • Develop and maintain a suitable standards library for projects and provision of information to members. • Develop and maintain strong relationships with IRATA associate members in order to maintain current knowledge in industry related developments. • Support all IRATA departments on matters relating to equipment and standards. 			



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Knowledge, Skills and Experience			
<ul style="list-style-type: none"> • Demonstrate a good level of understanding of the standards and equipment relating to industrial rope access. • A desire to build positive relationships, looking for win-win solutions in order to drive safe practises, growth, reputation and performance for the benefit of the Association. • To always represent IRATA in a positive and professional manner. • Demonstrable organisational skills • Excellent communicator both verbally and written • Experience of working with committees • Ability to create and collate industry related technical guidance and documents. • IRATA Rope access qualification, or expert industry knowledge • Excellent organisational skills • Experience in providing training/coaching/mentoring/consultancy regarding Industrial rope access related equipment and standards. 			
Qualifications			
<ul style="list-style-type: none"> • Proficient in Microsoft Office (inc. Excel, PowerPoint etc) • GCSE English and Maths Grade 5 and above or international equivalent 			
Personal Characteristics			
<ul style="list-style-type: none"> • A strong command of the English language, proficiency in other languages advantageous • Comfortable with presenting to groups • Highly motivated, self-disciplined individual • Keen attention to detail • Ability to communicate, develop and sustain excellent working relationships at all levels with internal and external stakeholders • To represent IRATA in a positive and professional manner at all times • Be flexible in approach to working hours and travel 			
Job Description Acknowledgement			
I have received, reviewed and understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein.			
Job Holder Name			
Job Holder Signature		Date (DD/MM/YYYY)	
Manager Name			
Manager Signature		Date (DD/MM/YYYY)	