

## Job description

### **Specialist or Senior Specialist, Responsible Sourcing**

Levin Sources' business is expanding with increasing levels of interest in our core expertise, built up over 12 years since the company was established. **We are therefore recruiting for a Specialist or Senior Specialist in our Responsible Sourcing team, reporting to our Senior Manager in that business area.** The successful candidate in this role will work with companies, governments, standards bodies and multistakeholder initiatives at all points of the value chain to design and implement the policies and practices that enable them to market and source minerals and metals with respect for human rights and the environment.

Our preference would be to recruit someone into the core Levin Sources team. However, we would also be keen to hear from potential associates interested in being contracted on a project basis.

The support we provide to our clients centres around human rights and environmental due diligence in pursuit of the UN Sustainable Development Goals, with a view to ensuring a just transition to a green economy. A key aspect of our work is that we strive to empower clients to embed leading practice into their own activities and value chains. This means we take an approach with clients that focuses on a process of listening, collaboration, and co-creation, helping to ensure our support is tailored to their needs. We believe that our work together should bring the client further in their efforts to implement due diligence according to leading global standards, particularly the OECD Guidelines for Multinational Enterprises (and supporting guidance and tools) and the UN Guiding Principles on Business and Human Rights.

#### **Essential and desirable competencies:**

In the role of Specialist or Senior Specialist, we are looking for a professional with proven experience supporting companies, governments and other stakeholders to:

- Understand and commit to the expected standard of conduct regarding the business responsibility to respect human rights and the environment, and states' duties to protect human rights and the environment, using the OECD Guidelines (and supporting guidance and tools) and the UNGPs as the key reference standards.
- Establish policies and practices to act in accordance with these standards, including through effective human rights and environmental due diligence
- Identify how a company's, government's or other institution's current practices on responsible sourcing align and do not align with leading practice and standards, and how the entity can address those gaps in a pragmatic and meaningful way.
- Connect human rights and environmental due diligence to other business priorities and strategic objectives.

The ideal candidates will have the following **essential** competencies:

- A deep knowledge of the OECD Guidelines for Multinational Enterprises, the OECD Due Diligence Guidance for Responsible Business Conduct, the OECD Due Diligence Guidance for the Responsible Sourcing of Minerals from Conflict-Affected and High-Risk Areas, and the UN Guiding Principles on Business and Human Rights, as well as understanding of their application in practice and examples of leading and lagging practice
- Experience applying human rights and/or environmental due diligence in complex global value chains. Whilst experience in minerals (esp. gold, battery & critical metals, conflict minerals, gemstones, etc.) and related sectors (automotive, aerospace, medical, ICT, jewellery, banking, renewables, energy storage, electronics, etc.) is highly relevant, we will consider candidates with excellent experience in other sectors
- Strong writing and communication skills that enable the candidate to effectively impart information and perspectives in a way is accessible, convincing and actionable for clients
- Experience interfacing directly with clients and strong interpersonal and presentation skills
- Strong relationship management skills, particularly in multistakeholder settings and working in international teams
- Experience considering the strategic aspects of change management processes and understanding how to support clients to move from compliance to impact
- Advanced user of Microsoft Office products (Word, PowerPoint and Excel) and experience with report writing, publications and design considerations in reports and slide decks
- Good project management skills, including related to aspects such as demonstrating the business case, organisation, quality control, planning, risk, change, progress.
- Demonstrates close attention to detail as well as the ability to see the forest through the trees, appropriately combining immediate project needs with larger objectives.
- Outstanding (C2 level at a minimum) written and spoken English. Other languages, particularly French and/or German, are an asset.

The following competencies are **desirable** (note we do not expect all applicants to be able to provide all these competencies):

- An understanding of responsible sourcing from conflict-affected and high risk areas.
- An understanding of developing market systems for responsible ASM supply chains, including the business models and responsibilities of companies sourcing minerals from ASM, especially the application of various standards for responsible business conduct
- Experience in ESG disclosures, including conflict minerals reporting (e.g., in compliance with the US Dodd-Frank Act or in alignment with the OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas)
- Experience in process and dialogue facilitation and consensus building, especially in complex multistakeholder and international settings

Apply before 10 September

## We offer:

- Levin Sources will consider part-time and full-time candidates for this role. We are also keen to hear from potential associates who are interested in project-based work rather than being an employee.
- The role may be based remotely or out of our offices just outside of Cambridge (UK)
- We are not able to provide a work visa for these roles, but you may work from a country where you have authorisation to work
- For remote candidates, we prefer you are based in a time zone that is not more than three hours ahead or behind GMT, but will consider outstanding candidates in time zones beyond a three-hour difference to GMT.
- Levin Sources is committed to providing equal employment opportunities to all candidates regardless of race, ethnic origin, religion, physical or mental disability, sexual orientation and gender identity. We have created an inclusive environment where all team members, including those who need flexible hours, belong.

For permanent employees (not associates):

- As the employer, Levin Sources will pay all social insurance and tax contributions necessary according to legal requirements in the country where the successful candidate is based, and the employment will be governed under the law of the country where the employee legally resides
- The salary offer will be commensurate with experience. Our specialist roles start at £30,000 FTE and senior specialist roles at £50,000.

## How to apply

Applicants should please submit a cover letter and CV to: [recruitment@levinsources.com](mailto:recruitment@levinsources.com)

Applications without both a cover letter and CV will not be considered. Please be aware that we place a high value on cover letters in particular to understand the candidate's experience and skills. **Please state the role you are applying for in the subject line of the email** (it is also acceptable to state "Specialist or Senior Specialist, Responsible Sourcing" should you be unsure which role you are better suited for). In your CV, please state your country of residence (your jurisdiction of employment).

We kindly ask applicants to complete our [diversity, equity and inclusion form](#) and include it in the email with their application. This data helps us learn how we can encourage a diversity of applicants to apply for roles with our company. The information candidates provide plays no role in hiring decisions and the data is kept private in accordance with UK law. Applicants are not required to submit this form and whether or not the candidate has submitted it plays no role in our hiring decision.

We are accepting applications on a rolling basis through **10 September 2022**. Should we fill the position earlier than that date, we will close the advert. We encourage candidates to apply as early as possible before 10 September. Please note we expect interviews to take place as online video calls unless otherwise arranged with candidates with accessibility challenges.

**Previous unsuccessful applicants need not apply for this position.**

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