IRMA Overview

Mining is a complex and intensive process that causes environmental and social change no matter where it occurs. The Initiative for Responsible Mining Assurance (IRMA) envisions a world in which the mining industry respects human rights and the aspirations of affected communities; provides safe, healthy and respectful workplaces; avoids or minimizes harm to the environment; and leaves positive legacies.

Founded in 2006 by a coalition of nongovernment organizations, affected communities, mining companies, trade unions, and businesses using minerals and metals in their products, IRMA has developed a set of standards and a third-party independent verification system to measure social and environmental performance at mine sites.

In June 2018, following two global public consultation periods on earlier drafts, IRMA released the Standard for Responsible Mining. The IRMA Standard is a comprehensive document with 26 chapters covering issues under the broad categories of business integrity, planning for positive legacies, and social and environmental responsibility.

In late 2019 and early 2020, IRMA-approved independent auditors carried out the first assessments of mines against the IRMA Standard.

Terms of Reference

IRMA is seeking to add to its core team an individual with expertise in standards and assurance to assist with: 1) Further development of IRMA’s Standard for Responsible Mining and other standards-related projects, 2) Development and implementation of improvements in IRMA’s assurance program, and 3) Communication with stakeholders on IRMA’s standards and assurance programs.

IRMA Standards Program includes various projects such as testing the application of the IRMA Standard in particular geographic regions and materials, developing materials to make the Standard more accessible to a wide range of stakeholders, and expanding the principles in the IRMA Standard for Responsible Mining to other stages of the minerals and metals supply chain. The Standards program is also cooperating with other standards systems to investigate areas of alignment, and develop protocols to avoid duplication of assessment efforts. In 2021 IRMA will initiate a process to revise its Standard for Responsible Mining.

IRMA’s Assurance Programs is already evolving based on experiences and lessons learned from the first independent, 3rd-party assessments and the global covid-19 pandemic, which has presented challenges to the implementation of voluntary audits and certification. In the coming year, IRMA will be updating its certification procedures and systems, where needed, to reflect new learnings and ensure that the system is fair and credible to all IRMA stakeholders. Also, IRMA will be developing more detailed and robust training and testing materials to provide added confidence that IRMA’s certification bodies are able to carry out their work to a high standard now and in the future.

Outreach to stakeholders on IRMA’s Standards and Assurance Programs will be key in the coming year, as IRMA’s certification system continues to grow.
IRMA is seeking an individual who can assist the Director of Standards and Assurance or lead work in some or all of the following areas:

— **IRMA standards**: Revisions to the IRMA Standard for Responsible Mining (running multi-stakeholder working groups to help inform changes to particular chapters, as well global public consultation on all of the proposed revisions), research on best practices and alignment with other mining systems, application of IRMA Standard principles beyond operating mines, and development of materials to make the principles in the IRMA standard more accessible to all stakeholders.

— **Assurance policies and procedures**: Further development, review and revision of Assurance Policies and Procedures, for example, IRMA’s Certification Body Requirements, Certification Body oversight procedures, Mine Site Assurance Manual.

— **Guidance materials**: Updating of auditor guidance on conformity ratings, auditor scoring templates, and more detailed guidance for auditors on particular topics, as well as guidance materials for mines and other stakeholders.

— **Training and tools**: Development of online instruction modules and testing for auditors, training materials for mine staff, consultants on the IRMA system, and leading or providing support during trainings. And liaising with Mine Measure self-assessment and audit tool developer to implement improvements based on user input, managing accounts, conducting trainings for users and troubleshooting issues related to Mine Measure and the Responsible Mining Map.

— **Communications and outreach**: Webinars and discussions with stakeholders, trainings on the IRMA system, collaboration with other standards systems.

**Qualifications**

The ideal candidate will have several of the following attributes:

— Experience working on mining and extractive industries, either from within the mining industry or as a researcher, policy analyst, consultant, technical expert, reform advocate, etc.

— Knowledge of mining-related standards, laws, regulations

— Experience in standards development and/or working for certification systems

— Auditing experience

— Excellent research and writing skills

— Project management skills

— Comfort with public speaking, delivering presentations

— Proficiency in English (additional languages, particularly Spanish, appreciated)

— Comfort using technology (ability to troubleshoot technical issues a bonus)

**Scope of work**

The position will start at twenty to thirty (20 - 30) hours per week for six (6) months, with the potential to lead to a full-time, permanent position. Start date is as soon as possible.

Applicants will work from home. IRMA is a global organization, and there are no restrictions on the geographic location of the applicant.
Remuneration

Negotiable, based on level of experience and project funds.

Applications shall be submitted to:

Aimee Boulanger, Executive Director, aboulanger@responsiblemining.net and Kristen Vissers, Program Coordinator kvissers@responsiblemining.net

Please include a letter of interest, CV/resume, and at least two references.

We will confirm receipt of all applications by e-mail. However, we will only follow up with candidates who have been chosen for interviews.

Application deadline:

17 November 2020

If circumstances prevent submission of a full application before 17 November, please feel free to send a note by the deadline, requesting more time to apply.