

RECRUITMENT NOTICE

Date: 07/03/2025



PEOPLE AND COMPETENCE MANAGER

Job Type: Fixed-term Employment with Possibility of Extension (UK) or contract (outside UK)

Location: Home-based

Salary/Compensation: Competitive depending on experience

Closing date for vacancy: 13/04/2025

About WSAS

Water Stewardship Assurance Services (WSAS) is the mission-driven assurance provider for the Alliance for Water Stewardship (AWS) System. WSAS is a wholly owned subsidiary of AWS.

We provide audit and certification services worldwide in pursuit of the AWS Mission “to ignite and nurture global and local leadership in credible water stewardship that recognizes and secures the social, cultural, environmental and economic value of freshwater”. We contribute to this mission by providing robust assurance against the AWS International Water Stewardship Standard (AWS Standard).

Our highly motivated team is dispersed across several countries. We are now seeking a **People and Competence Manager** to join our team and play an instrumental role in the future growth and impact of the AWS System.

About AWS

AWS is a global membership-based collaboration that connects organisations dedicated to promoting responsible use of freshwater. AWS’s members include businesses, NGOs and public sector organisations. Members contribute to the sustainability of local water-resources through adoption and promotion of the AWS Standard, which drives, recognises and rewards good water stewardship.

About the Role

The People and Competence Manager is responsible for all aspects of supporting and developing employees and contractors to ensure both individual and business success. This role includes workforce planning and overseeing the recruitment processes for employees and contractors, contractor relations, performance management, training, competency assessments, compliance, and workplace culture. This role ensures that HR policies align with business objectives and contribute to a positive and productive work environment.

Key Responsibilities

Competency Management

- Develop and maintain a competency management system for staff and external contractors in line with AWS and WSAS auditor qualification requirements and ISO 19011 guidelines for auditors.

- Monitor and evaluate staff and external contractor (auditors) performance through structured assessment programs and provide feedback for skill enhancement.
- Address performance issues and develop improvement plans when necessary.
- Develop and implement training programs and ongoing professional development programs to enhance staff and auditors' expertise, in close collaboration with the Operations and Quality Teams.
- Evaluate training effectiveness and recommend improvements based on feedback and audit performance metrics.
- Organize technical webinars and professional development sessions.
- Support leadership in setting goals and career development plans.

Recruitment & Development

- Develop and execute recruitment strategies to attract top talent.
- Define key selection criteria and conduct competency-based interviews.
- Oversee job postings, resume screening, interviews, hiring decisions and onboarding processes.
- Collaborate with the Management team to understand hiring needs.
- Collaborate with the Operations team to attract, contract, and onboard qualified auditors.
- Design and implement mentorship and coaching programs for auditors at different stages.

Employee and Contractor Relations & Engagement

- Foster a positive work culture by implementing engagement initiatives for staff.
- Address staff and external contractor concerns and mediate workplace conflicts.
- Handle disciplinary actions, terminations, and legal HR matters.
- Conduct exit interviews and analyse feedback for improvement.

Compliance & Best Practices

- Ensure employees and contractors comply with company policies, industry regulations, and legal requirements.
- Stay updated on new auditing methodologies and audit best practices.

Compensation & Benefits Administration

- Work closely with the Finance team to manage payroll and compensation structures and address inquiries.
- Analyse market trends to ensure competitive compensation packages.

Personnel Data & Reporting

- Maintain accurate personnel records and generate reports on workforce trends.
- Analyse staff and external contractor turnover rates and recommend retention strategies.

Qualifications & Skills

- Bachelor's degree or qualifications in human resources management, competence management or related field. Environmental Science, Hydrology, Water Resources Management, Sustainability or related field are considered an asset.
- 5+ years of experience in human resources management, training, competency management within an auditing environment.
- Strong expertise in competency frameworks and workforce planning.
- Knowledge of audit methodologies, compliance requirements, and certification processes.
- Excellent communication, leadership, and problem-solving skills.

- Experience with HR systems, learning management systems (LMS), and performance evaluation tools.
- Excellent written and spoken English is required. Proficiency in additional languages will be considered an asset.

Preferred Qualifications

- Professional certifications such as SHRM-CP, CIPD
- ISO Lead Auditor Certification (e.g., ISO 14001 Lead Auditor) or equivalent.
- Familiarity with voluntary sustainability certifications, ISO 14001, ISO 50001 or similar standards.

What you'll need to succeed

This position will suit someone who thrives in a fast-paced working environment, embraces flexibility and enjoys taking on new challenges as part of a team. You will:

- Be self-motivated and target-driven.
- Have strong interpersonal skills and the ability to build relationships.
- Have a strategic mindset.
- Have the ability to manage multiple tasks simultaneously.
- Readiness to work across various time zones and with diverse cultures.

How to apply

If you think you might be right for this job and this job might be right for you, please send an email marked "VACANCY: People and Competence Manager" to ashleigh@watersas.org. Your email should include the following attachments:

- A covering letter in English explaining why you are interested in the position and demonstrating how you meet the job description. Please also indicate your salary expectation for the job.
- Your current CV in English with email addresses and telephone numbers of two referees.
- An indication of when you would be available to take on the role, if selected.
- An indication of your salary expectation.

Closing date for applications is 13th April 2025. Only shortlisted candidates will be contacted. Unfortunately, we cannot provide feedback to unsuccessful candidates.

WSAS is an equal opportunities employer and do not discriminate on the grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.

WSAS will comply with all relevant Privacy and GDPR regulations regarding candidate data retention.