

## Job Description GSTC Technical Director

**Overview:** The GSTC Technical Director manages the Integrity Program and leads the development of GSTC technical policy relating to standards, the GSTC Criteria, the GSTC Certified Programs, and GSTC's role as the Accreditation Body for sustainability in the Travel & Tourism sector. The position is part-time, with flexible hours. The Technical Director works as an Independent Contractor and remotely from a location of personal choice.

### Duties:

1. Evaluate policy options relating to GSTC current and potential technical programs and activities and provide recommendations to the CEO. This includes but is not limited to the Integrity Program including interaction with the Accreditation Panel and to the development and revision of the GSTC Criteria including interaction with the International Standards Working Group.
2. Relevant assignments that relate to the Integrity Program's Recognition, Approval, and Accreditation processes, including, inter alia: liaison with Accreditation partner ASI; liaison with the Panel and its members; maintaining records of policy formulation; answering technical queries; document control; identifying elements that require compliance monitoring by the organization; oversight of licensing agreements; oversight of revising manuals; and ensuring compliance with ISEAL requirements.
3. Serve as technical liaison and representative of the GSTC to the ISEAL Alliance, International Organization for Standardization (ISO), UN Sustainable Consumption & Production 10YFP, and others. By mutual consent the Technical Director and CEO may share or assign between each other these or similar specific relationships and roles.
4. The technical evaluation of applications for Recognition, Approval, and Accreditation; discussion with the applicants; and remitting a formal recommendation to the chair of the Accreditation Panel (hereafter, "the Panel") within eight working days of receipt of complete applications for Recognition and within one month of receipt of complete applications for Approval; as well as remitting the Panel's decision to the applicant. The Technical Director chooses whether to conduct those application evaluations personally or to assign them to an Associate Technical Director.
5. Any other tasks assigned by the Chief Executive Officer (CEO) of the GSTC, the chair of the GSTC Board of Directors, or the Chair of the Accreditation Panel, or whomever the Chairs or CEO shall designate.

**Reporting Relationship:** The Technical Director reports directly to and is supervised by the CEO.

**Application Procedure:** Qualified candidates are invited to submit their CV plus a letter stating their motivation and interest in the position to GSTC CEO Mr. Randy Durband at [ceo@gstccouncil.org](mailto:ceo@gstccouncil.org). Candidates of interest will be contacted for further information and will be informed of the compensation package. Applications will be accepted on an ongoing basis for future openings for the Technical Director or Associate Technical Director positions, but for current consideration should be submitted by 30 October 2016.