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## Canadian Roundtable for Sustainable Beef

**Position:** Technical Manager, Certification Framework

**Location:** Calgary, AB or Ottawa, ON

**Type:** Two-year contract position, with potential for extension

**Salary:** Based on successful candidate

### Job purpose

The Canadian Roundtable for Sustainable Beef (CRSB) is seeking a Technical Manager for its Certification Framework (the “Framework”).

The position reports to the Executive Director of the CRSB and works closely with CRSB membership and various partner organizations. Collaborating with stakeholders, the Technical Manager is responsible for planning, developing, maintaining and improving all technical elements of the Framework, including standards, requirements, policies, procedures, guidance, etc. for all product lines and supply chains.

In 2017, the CRSB launched the first outcome-based Certification Framework for beef sustainability in the world. The Framework was developed following the International Social and Environmental Accreditation and Labelling codes of good practice and was guided by three multi-stakeholder committees. Currently, there are 1,300 farms and ranches, 4 packers, 4 further processors and 3 retail and foodservice companies participating in the Framework, with ambitious goals for growth.

The mission of the Framework is to advance and recognize beef sustainability in Canada through a world class operation-level certification framework. The long-term goals are to:

1. be the most sought-after beef sustainability sourcing framework
2. advance sustainable beef production
3. identify and register retail and food service partners interested in utilizing the program
4. enable the viable sourcing of beef from CRSB Certified Operations
5. build consumer knowledge and understanding of sustainable production practices
6. positively collaborate and partner with interested stakeholders and existing programs

## **Responsibilities**

- Maintain and strengthen working relationships with all relevant stakeholders, including existing Framework users, new potential users, the oversight body, certification bodies and international standards organizations
- Ensure CRSB's programming supports Framework users to comply with technical elements
- Lead all technical Framework-related inquiries and coordinate responses
- Refine and expand the monitoring and evaluation system; this includes collecting bi-annual reports from Framework stakeholders and completing various data analyses
- Work planning, budgeting and contractor coordination
- Assist with business management activities
- Standardize and centralize data management, administrative processes and technical systems
- Work with CRSB's communications and marketing team to develop and refine relevant communication resources
- Maintain Framework documents, systems and processes (standards, chain of custody, assurance protocols, certification body requirements, conflict of interest policy, auditor training, etc.)
- Work with the CRSB's Framework Committee as required to update certification framework elements and seek direction on emerging strategic developments
- Occasional travel required

## **Qualifications and Skills**

- Bachelor's degree required. Master's degree preferred.
- At least five years' work experience related to agriculture
- Demonstrated relationship building skills
- Demonstrated experience with project management and coordination
- Exceptional problem-solving skills
- Ability to professionally navigate competing demands, and identify common interests and potential solutions
- Exceptional time management, communication and teamwork skills; proven experience managing many priorities
- Knowledge of sustainable agriculture standards and verification/certification systems
- Knowledge of the beef cattle industry and associated supply chains
- Ability to work independently and in a team setting
- Ability to professionally engage with various stakeholder groups
- Capacity to express ideas clearly in writing; excellent interpersonal and presentation skills
- Self-motivated, detail-oriented and organized with the ability to multitask, prioritize and manage time effectively

Please send your resume and cover letter to Monica Hadarits at [hadaritsm@cattle.ca](mailto:hadaritsm@cattle.ca).