

**Position:** Responsible Care Audit – Delivery Specialist

**Company Name:** Indian Chemical Council (ICC)

**About ICC:** The apex national body representing all branches of the Chemical Industry in India such as Organic & Inorganic Chemicals, Plastics & Petrochemicals & Petroleum Refineries, Dyestuffs & Dye-intermediates, Fertilizers & Pesticides, Specialty Chemicals, Paints etc. ICC is dedicated to the growth of the Indian Chemical Industry. Established in 1938, ICC has over the years grown its functions and offerings to cater to the varying needs of the Indian Chemical Industry.

ICC is nodal body in India for implementation of Responsible Care (RC), it is global chemical industry voluntary initiative for strengthening the Environment, Health, Safety and Security performance. International Council of Chemical Association (ICCA) is a global flag bearer of RC.

**Location:** ICC Head Office Mumbai

### **Roles and Responsibilities**

- Responsible for Outreach/Marketing of the Responsible Care (RC) Logo Audit/Certification, develop the lead among the ICC member and non-member companies
- Schedule and coordinate the in person/physical or virtual meeting between Responsible Care Head and Company Management (CEO/EHS Head/ Business Head) on Responsible Care Audit/Training/Gap Assessment/Awareness/Mentorship
- Materialize the RC outreach lead into RC Audit/Assessment for granting RC Logo Certificate
- Prepare RC outreach materials, presentation, updating and maintaining the records
- Coordinate and schedule the RC Audit/ Recertification/ Gap Assessment between company/auditee and auditors/team leader
- Ensure smooth RC Auditing, report submission by auditor, approval from ICC management, timely RC Logo certificate issuance (electronic and physical) or rejection
- Ensure timely RC Logo Certification Audit, updating record, follow up, communication
- Outreach for RC Training, coordinate with the subject matter expert/ RC Auditor Training and company, insure timely RC training as per latest, RC Manual. Provide necessary support to subject matter expert in preparation of RC Training Materials and distribute training materials to the company post event. Post Training collect RC Training Feedback from trainee (company employee) on the training content and Trainor. Develop tracking sheet and insure further improvement in the RC Training
- Monitoring and follow-up of the RC Audit Gap Compliance to the defined targets within stipulated time frame
- Monitor RC Company performance, failure to the RC Guideline prepare the process of suspension and revocation RC Logo certificates. Coordinate and schedule surprise audit to the company
- Ensure timely billing/invoicing and payment received at ICC RC Account from company of RC Audit/ Recertification/ Gap Assessment/ Training
- Update RC Auditor attendance and record and insure timely honorarium payment
- Ensure timely invoicing to the company request on RC Manual/Guidance Manual and consumable, payment and dispatch, coordinate with colleagues, including Nicer Globe, Account, Admin, Dispatch
- Prepare RC Audit Agreement between ICC and company, collect RC Auditor Non-discloser Agreement, collect conflict of interest from auditor before assigning every audit/training/gap assessment. Prepare RC mentorship agreement between Mentor, company and ICC, maintain the record

- Prepare Responsible Care Audit/training/recertification monthly MIS and income and expenditure record
- Support Responsible Care Head in the preparation or developing or updating RC Audit Method, tools, guideline, rules and its communication
- Coordinate with ICC secretariate for updated RC Logo and signatory status at ICC website and various social media
- Support Responsible Care Head and ICC Secretariat on any assignment in the benefit of ICC and Chemical Industry

### **Skillsets and Competencies**

- Excellent Presentation and Communications skills
- Excellent English speaking and writing
- Advanced Excel and PowerPoint skills with high proficiency
- Ability to work independently
- Ability to collate and interpret data and information
- Desired knowledge of upstream and downstream Chemicals, Petrochemicals and their value chain

### **Qualification& Experience**

- Graduate Engineer (Chemicals/Environment/ Sustainability)/Master of Science (Chemicals/Environment/ Sustainability) preferably with Management qualification having 3-4 years of working experience
- Practicing Auditing Certification like ISO 9001, 45001 etc.

### **Position**

- Contractual

### **Perks and Benefits**

- Based on qualification, skill and experience

### **Reporting**

- Director and Head Responsible Care