



The Climate Registry

Job Description
Manager, Verification Services
Los Angeles, CA

The Climate Registry (the Registry) is the leading greenhouse gas (GHG) registry in North America. Over 50 U.S. states, Canadian provinces, Mexican states, and Native Sovereign Nations have joined together to centralize and standardize GHG emission management. Based on GHG accounting and verification best practices, the Registry has developed protocols to help organizations calculate, report, and verify GHG emissions annually. Registry Reporters include corporations, non-profit organizations, municipalities, state agencies, and other entities. More information about the Registry is available at: www.TheClimateRegistry.org.

The Registry offers a hands-on, fast-paced work environment, and tremendous potential for growth and advancement. This position provides the opportunity to join a team playing a leading role in developing climate change policy in North America.

PRIMARY RESPONSIBILITIES

The Manager, Verification Services (Manager) is a full-time, exempt position at the Registry, and will report to the Vice President, Policy. The Manager will oversee the Registry's Verification and Accreditation Programs, focusing primarily in three key areas:

- 1) Managing the Registry's relationship with affiliated Accreditation Bodies to ensure that accredited Verification Bodies have the appropriate competencies to successfully implement the Registry's Verification Program;
- 2) Overseeing the Registry's Verification Program to ensure that the Registry collects high quality GHG data; and
- 3) Ensuring that the Registry's verification documentation (General Verification Protocol, Guidance on Accreditation, and forthcoming industry specific verification protocols) is current, accurate, user-friendly and clear.

Manage Accreditation Program (40%)

The Manager will implement and manage the Registry's Accreditation Program based on the process defined in the Guidance on Accreditation. Specific activities include:

- Serving as the Registry contact for all affiliated Accreditation Bodies; managing all Accreditation Body relationships and contracts
- Supporting the Registry's Audit and Ethics Committee in their verification and accreditation activities
- Staffing and managing the Registry's Verification Oversight Panel; ensuring adequate Registry representation on all Accreditation Committee activities (assessment, accreditation, auditing, re-accreditation, dispute resolution, sanctioning, etc.)

- Periodically accompanying Verification Bodies on facility visits to ensure appropriate implementation of the Registry's verification program
- Updating the Guidance on Accreditation as needed to reflect international best practices and efficient processes
- Working with other Policy staff to incorporate accreditation processes into the Climate Registry Information System (CRIS)

Oversee Verification Program (40%)

The Manager will oversee the implementation of the Registry's Verification Program based on the policies and processes defined in the General Verification Protocol. Specific activities include:

- Serving as the primary Registry contact for all Verification Bodies
- Designing or identifying a verification training program for Verifiers
- Managing the Registry's Conflict of Interest policies
- Reviewing all Verification Statements and publishing verified emissions data via CRIS
- Updating the General Verification Protocol to ensure that it contains international best practices and efficient processes
- Working with other Policy staff to ensure adequate verification processes for future industry specific protocols
- Serving as the Registry's expert on verification issues

General Policy & Administration (20%)

The Manager will work closely with all Policy staff to ensure that the verification program produces high quality GHG data for all stakeholders. The Manager will work to improve both the Registry's voluntary registry as well as its support of mandatory programs. The Manager will also be responsible for overseeing the Verification and Accreditation portions of the website, and all communications relating to Verification and Accreditation.

QUALIFICATIONS

- At least five years experience in entity-wide GHG reporting and verification protocol development and implementation
- Familiarity with international verification and accreditation standards (ISO 14064-3 and ISO 14065)
- Experience and knowledge of climate change policy and program development
- Demonstrated supervisory, project management, and contractor oversight skills
- Demonstrated experience working with government agencies, expert stakeholder groups, and others
- An advanced degree in a relevant scientific, technical or policy field
- Exceptional organizational, prioritizing, interpersonal and communications skills
- Strong self starter with a proactive management approach
- U.S. citizen or legal right to work in the U.S.

COMPENSATION

The Registry offers excellent opportunities for personal and professional growth. Salary is commensurate with experience. The Registry also offers a comprehensive benefit package including health and dental insurance and retirement saving options.

APPLICATION PROCESS

The position is available immediately. Applications will be accepted through **June 30, 2008** or until filled. Incomplete applications will not be considered. Interested candidates should e-mail, mail, or fax the following documents:

- Cover letter
- Resume
- Writing sample (maximum of five pages)

Search: Manager, Verification Services
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The Climate Registry is an equal opportunity employer.