

# Job Description For *dlms* - User Association Executive Director

The DLMS User Association is a not-for-profit independent standards development consortium that was originally formed in 1997 to develop, maintain and promote the DLMS/COSEM series of standards. We are seeking an experienced Executive Director and President to take over the responsibilities of the incumbent, due to retirement. We are a small organisation but have global significance and we are at a very exciting time, with technical, organisational and geographical evolution afoot.

## Purpose of the Job

Executive Director (ED) is responsible of forming, planning and implementing the vision and strategy agreed with the Board of Directors (BoD) of the DLMS User Association.

The ED is expected to lead and run the User Association on behalf of the BoD having capacity to define, decide and execute necessary actions, policies, operations and processes to run the Association effectively and sustainably. ED is responsible for the maintenance of a healthy organisational culture.

The ED manages the outward facing image of the Association, developing, and maintaining relationships with prospective and existing members, stake holders, media, Standards Bodies and authorities, other associations and interest groups.

## Main Duties and Responsibilities

ED is accountable to the Chairman of the BoD and reports to BoD. The Job description and task list below are intended to outline a range of expectations and duties that will be encountered when fulfilling the purpose of the job. It is not an exhaustive list but forms the core of the ED's work. The Executive Director is expected to:

- Manage and represent the Association towards current and prospective members;
- Ensure commitment to and compliance with all applicable laws and regulations
- Maintain and manage the Association's governing documents and processes;
- Manage the Association's employees, contracted partners and suppliers;
- Ensure availability and flow of critical information for the Association's operations;
- Prepare and supervise the budget together with the BoD and the Treasurer;
- Be accountable for the prudent management of the Association's resources.
- Prepare, call, run and conclude General Meetings;
- Monitor and contribute to the Associations media visibility and content on a regular basis;
- Represent the Association in conferences and tradeshow approved by BoD;
- Manage the *dlms* User Association's brand and trademarks;
- Pursue liaisons and relationships with other organisations in line with the strategic plan;
- Lobby on behalf of the Association in selected fora
- Maintain the Association's web content on strategic, membership and procedural topics
- Be responsible for DLMS UA P&L

## Benefits

- TBD depending on country of residence, type of engagement contract etc.

## Experience

- Senior management of business or trade association;
- Financial / budget management experience;
- Communications industry background (desirable);
- Business management;
- Standardization Development Organizations processes (desirable);
- Good communication skills at board level and proven people management skills.

## **Education / Qualifications**

- Degree level qualification in relevant Business or management discipline.

## **Knowledge and Understanding**

- Smart Metering and smart grid principles;
- Energy and utilities market;
- Embedded device communications (IoT) (Desirable);
- Telecommunications market (Desirable);

## **Skills and Ability**

- Business management;
- Excellent communicator and strong interpersonal skills;
- Rapid processing of large amounts of information and extraction of core messages;
- Must be able to make informed decisions, sometimes with limited information;
- Relationship and expectation management.
- In-depth knowledge of best practices in management and governance

## **Attitude**

- "Can do" attitude;
- Innovative;
- Prepared to get involved rather than awaiting invitation;
- Diligent – good attention to detail;
- Customer focused;
- Assertive;
- Adaptable
- Accountable.

Please send the application with CV and salary request to: [chair@dlms.com](mailto:chair@dlms.com) copying [ed@dlms.com](mailto:ed@dlms.com) by 15.03.2019 at the latest.

For further information please contact at the above email addresses.