

Roles and Responsibilities Policy

Management Team

Reporting to the Managing Director, members of the Management Team are responsible for ensuring that all services provided to clients are consistent with the ERM CVS mission – to deliver the highest quality of sustainable assurance services to the world’s best organisations.

Job Title	Business Area	Responsibilities
Business Unit Managing Partner	All	The Managing Partner is accountable to the ERM Group for all aspects of ERM CVS’s operations.
Head of Finance	All	Reporting to the Managing Partner, the Head of Finance is responsible for the sound management of the company’s finances.
Partner in Charge - Operational Delivery	All	Reporting to the Managing Partner. Every project assignment within ERM CVS will have a named Partner in Charge (PIC) who is responsible for the development and sale of the contract and its subsequent operational delivery. Partner in Charge is also responsible for staff under their control and the staff reporting to them. Responsibilities include: <ul style="list-style-type: none"> • implementation of policies and procedures in accordance with accreditation requirements; • implementation of relevant H&S requirements; • overall accountability for technical quality and impartiality management, provision of adequate and competent resources to deliver services; • contracting with ERM CVS clients for service delivery.
Partner in Charge - Strategy & Product Evolution	All	Reporting to the Managing Partner. Responsible for appraising and identifying new service opportunities for ERM CVS to deliver business growth. Responsible for oversight of existing services to ensure all necessary arrangements are in place and that services remain current and in line with best practice. Collaborate with Accreditation and System Manager, Programme Managers and PICs to support the development and implementation of selected new service areas.
Accreditation and System Manager	Certification, Climate Change and Training	Reporting to the Managing Partner, the System and Accreditation Manager is responsible for the overall ERM CVS operating management system and ensuring appropriate governance is in place to deliver the requirements of the relevant accreditation bodies.

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Other Roles

Job Title	Business Area	Responsibilities
Programme Managers	All areas	<p>Each service offer (or Programme) will have a Programme Manager. Programme Managers are operational resources who have enhanced responsibilities around a defined service. The enhanced responsibilities include ensuring that the relevant accreditation requirements of the Programme are met, for example identifying training needs, defining competency requirements, and maintaining ERM CVS' technical tools and templates for the Programme. Programme managers will work functionally with the Accreditation and System Manager to ensure a single coordinated ERM CVS approach. Programme Managers will also work functionally with the Partner in Charge for Strategy and Product evolution to ensure that all service lines are technically robust and in line with best practice.</p> <p>Programme managers will monitor the sales and performance of the Programme and may have personal commercial targets to build sales and delivery capacity for their Programme.</p>

