

Job Description General Secretary



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Role Purpose	To assume overall management responsibility for the EURAMET secretariat and to develop and implement policies and strategies
Accountable to	General Assembly, Board of Directors, EMPIR Committee
Instructions and information by	Board of Directors, EMPIR Committee
Instructions and information to	Member Services Manager Programme Manager
Deputy	Member Services Manager in all aspects related to member services and the activities of EURAMET as Regional Metrology Organisation Programme Manager in all aspects related to the EU co-funded research programmes
Mandate	Yearly objectives and list of services to be delivered to the whole association are fixed in a performance mandate, to be agreed with the Board of Directors

Functional Role Profile

1. Role Purpose

The General Secretary (GS) is the chief executive of the EURAMET Secretariat and the head of the management board.

The General Secretary shall exercise the overall management of the EURAMET Secretariat on behalf of and under the authority of EURAMET, in compliance with the relevant contracts, Rules of Procedure, approved procedures and instructions in a way that best protects EURAMET interests and image. They shall work with the appropriate EURAMET bodies and officials, and others as necessary to ensure that EURAMET as a European Association can meet its goals and objectives.

They are a standing invitee in BoD and the EMPIR Committee meetings.

2. Role Accountabilities

2.1. Strategic work

Supporting the Board of Directors, the EMPIR Committee and the General Assembly in developing and implementing strategies by:

- Defining an overall metrology strategy and agenda for Europe (research, services, creating impact with metrology, innovation, standardisation, etc).
- Attracting and utilising extra resources to strengthen the organisation and to ensure its long-term sustainability.

2.2. Engagement with Stakeholders

- Increasing and widening EURAMET's influence within the European Commission and with other important stakeholders at both the European and International level.



2.3. Management of the EURAMET Secretariat

Having the overall management responsibility for the EURAMET secretariat by:

- Supervising/monitoring the execution of, and implementing where relevant the decisions taken by the Board of Directors and the General Assembly.
- Monitoring that all EURAMET decisions fully comply with EURAMET governance.
- Assuming financial responsibility to ensure that EURAMET operates within its budgetary framework.
- Undertaking representational duties as agreed by the Board of Directors.