


Role description IMDS Officer (cert.)		Degree of competence that is optimal for the successful performance of the function			
<p><i>This profile describes functions and requirements for the work area of an IMDS Officer (cert.). An IMDS Officer leads and is responsible for the IMDS area in a company. These functions may be linked to other profiles that relate to other areas of material or product conformity. IMDS expertise is ensured in our training courses.</i></p>					
<p>*1 know, take into account, estimate, be able to apply rudimentarily *2 have good knowledge, be able to apply *3 master very well, can apply perfectly *4 have extensive experience, can teach, guide, develop</p>		*1	*2	*3	*4
Name	IMDS Officer (cert.)				
Role	Defines, is responsible for and manages IMDS projects and executes them				
Other functions	Contact person IMDS (internal and external)				
	Contact Material Compliance (REACH, conflict minerals, biocides, ...) (internal and external)				
	Coordinate internal implementation of IMDS and material compliance requirements				
	IMDS Team Management				
	Control of internal communication regarding IMDS, REACH etc.				
	Contact person regarding IMDS training and support (internal and external)				
	IMDS process definition and efficiency				
	IMDS process documentation, guideline				
	Compliance with national and international legal requirements regarding product conformity				
	Participation in advance planning, standardization				
	Participation, consulting in purchasing, supplier support, customer support				
	Interface with compliance or CSR officers				
	Monitoring and escalation instance				
Skills	IMDS expertise				
	Expertise of an IMDS Expert				x
	Definition, establishment and implementation of efficient IMDS work processes in the company				x
	Define, organize and monitor the IMDS organizational structure and administration				x
	Analysis, evaluation and management of the IMDS data inventory				x
	Adaptation of processes, work structures and specifications in case of changes in requirements (guidelines, laws, systems,...)				x
	Monitoring and control of internal IMDS processing		x		
	Creation and maintenance of technical documentation (process description, supplier guidelines, standard letters,...)				x
	Definition and standardization of the handling of reasons for rejection to suppliers			x	
	Decision of the procedure in case of rejections of material data sheets by customers				x
	Answering customer inquiries and setting up internal orders			x	
	Carrying out supplier evaluations with regard to IMDS data quality			x	
	Definition of test criteria for the release of material data sheets and monitoring of compliance				x
	Decision and execution of data transfer from IMDS to third party systems (e.g. CAMDS, CDX)			x	
	Accompaniment of the sampling process through on-time IMDS processing			x	
	Responsibility/provisions for compliance statements or disclosures to customers			x	
	Definition and monitoring IMDS change management				x
	Control of internal communication regarding IMDS, REACH etc., planning of substance analyses			x	
	Support in negotiations with customers and suppliers about IMDS expenses			x	
	Advising corporate and divisional management with regard to IMDS and material compliance				
	Ensure IMDS expertise among employees and suppliers				

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	Knowledge of the own company regarding				
	- Company structure, departments			x	
	- Locations			x	
	- Manufacturing structures			x	
	- Products, product composition, product use			x	
	- Legal requirements for the products with regard to material compliance				x
	- IT/ERP systems, processes			x	
	- Customers and their requirements				x
	- Suppliers, supplier structure				x
	System/program knowledge				
	IMDS system				x
	Chemistry Manager				x
	Third-party systems such as CDX, CAMDS		x		
	Further IMDS tools (AI interface, a2, CMD Manager,...)			x	
	Company's own ERP system			x	
	IT tools				
	MS-Windows		x		
	MS-Word		x		
	MS-Excel (BOM comparisons, reports etc.)			x	
	Mail and calendar system, project management support			x	
	Guidelines, laws, procedures				
	IMDS Rules 1 to 23				x
	legal requirements: ELV				x
	legal requirements: REACH, SCIP				x
	legal requirements: Biocides				x
	legal requirements: Conflict Minerals				x
	Content sampling VDA volume 2 or PPAP				x
	Sampling of suppliers				x
	Sampling of products to customers				x
	Product liability, product safety				x
	Materials science		x		
	Chemistry		x		
Methodological skills	Leadership qualification				
	Team management			x	
	Project Management				
	Project management as an organizational form and work process			x	
	Knowledge of the project handling rules and project standards of the own company			x	
	Project management and control tools		x		
	Time and resource management, cost plans			x	
	Planning, implementation, control and steering of a project			x	
	Techniques for success control and quality assurance			x	
	Dealing with guidelines, procedural specifications and manuals				x
	Finding technically feasible solutions to avoid project downtimes				x
	Problem analysis and structuring			x	
	Project controlling, escalation procedures			x	
	Project documentation				x

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	Self Management				
	Working methodology for the organization of daily work			x	
	Time management			x	
	Efficiency in processing			x	
	Dealing with stress, de-escalation			x	
	Orderly work structure, filing, archiving			x	
	Independent and structured knowledge acquisition			x	
	Communication				
	local language and English			x	
	Conflict Management			x	
	Confident and goal-oriented communication with customers and suppliers			x	
	Routine and correct in written communication			x	
	Analyze complex issues and present them in a structured manner			x	
	Exercise facilitation function in liaison with other areas/functions			x	
	Personality				
	Goal and result oriented, persistent			x	
	Analytical thinking skills			x	
	Implementation Competent			x	
	Solution-oriented, creative problem solving			x	
	Convincing communication			x	
	Focused, detailed			x	
	Self-organized			x	
	Reliable, conscientious (filing, agreements, traceable work), careful			x	
	Stress-resistant			x	
	Prudent, forward-looking			x	
	Social skills				
	Willingness and ability to learn				x
	Flexibility and tolerance in the sense of intercultural open-mindedness (values, behavioral norms)				x
	Ability to deal with complexity in poorly structured problems				x
	Assertiveness			x	
	Team spirit		x		
	Motivation ability				x