



Job Description

December 2011

Senior Policy Advisor - World GBC European Network

Responsible to:	Jane Henley, CEO WorldGBC
Place of Work:	flexible - to be discussed
Hours of work:	37.5 hours; normally 9am - 5.30pm
Holidays:	28 days per annum pro rata, plus public holidays
Salary:	Subject to experience (please include salary expectations in cover letter)
Length of contract:	initial one year contract with a view to renewal
Start date:	first quarter of 2012

Background

The World GBC European Network is a coalition of Green Building Councils around Europe that work together in their common mission to shift the market to green building practices. The network is made up of over 31 GBCs at various levels of development - 21 of which are member states of the European Union - bringing significant strength, representation and potential for driving the green building agenda from a regional scale.

Green Building Councils have been establishing at a rapid pace across the world in recent years, with an organisation or affiliation now in 89 countries worldwide. The European Network was established in 2010.

Introduction to the role

This position offers a unique opportunity to take a lead role in shaping the policy direction of the recently formed Network and in turn the sustainability of the built environment, and related policy, across Europe.

European Green Building Councils represent the interests of more than 3,500 companies across the breadth of the building and construction industry. Policy collaboration is a key aim of the network, in order to:

- provide a knowledge-sharing platform on policy and best practice
- support GBCs in their work with governments and the business community to ensure successful national implementation of EU policies and directives
- provide an integrated approach to sustainable construction which represents all GBCs and their member companies when engaging with the EU legislative process
- provide up-to-date intelligence on EU policy and new legislative changes that impact the built environment



The policy director will represent the only dedicated policy-focussed staff working with the Europe network and therefore will lead the delivery of all the aims above, working closely with policy staff from across the national organisations.

Main responsibilities:

	<p>Key responsibilities and duties</p>
	<ul style="list-style-type: none"> • Lead the development of World GBC Europe Network policy • Co-ordinate pan-Europe policy task group • Report initiation, research and writing • Managing consultants/research/support staff interns • Responding to policy consultations • Representing the Green Building Council in a range of forums, both government and industry • Liaison with GBC membership across Europe to extract best practice • Relationship building other international NGOs, trade and pressure groups • Preparation of briefing notes on upcoming EU legislation and other reports and written material including opinion pieces, articles and online material • Speaking engagements, including at international conferences and events • Create regular newsletters/updates with legislative news (EU level and national level news (the latter - based on what is reported by GBC's) • Policy input to seminars, conferences and other events • Act as media spokesperson when required
	<p>Europe Policy TaskForce priority objectives</p>
	<ol style="list-style-type: none"> 1) Energy Efficiency Directive: <ul style="list-style-type: none"> ○ Work to support the EU in developing a strong and progressive directive that can help meet energy efficiency targets and assist GBCs in preparing their countries for implementation. 2) Nearly Net Zero Energy GBC Sub-Group: <ul style="list-style-type: none"> ○ Help drive the harmonization and understanding of the way nearly zero energy and cost optimal energy levels are being calculated across Europe. Positioning GBCs as source of knowledge for implementation in their countries. 3) Green Financial Structures <ul style="list-style-type: none"> ○ Facilitate the increased uptake of green financial structures that support green building at the national level by learning from existing structured in GBC countries. 4) Communication: <ul style="list-style-type: none"> ○ Working with the ERN Manager, help facilitate an efficient and flexible system/set of processes that would help GBC's to easily share information on legislative updates, national position papers , policy resources (reports, articles) etc. 5) Work with the Europe Policy Task Force: <ul style="list-style-type: none"> ○ Refine and further develop the strategic work plan to advance new opportunities



	<p>6) Work with the World GBC Policy Task Force:</p> <ul style="list-style-type: none"> ○ Help co-ordinate activities in the run up to COP meetings and Rio +20. Lobby Brussels to uphold a strong EU position within international negotiations, and raise the profile of buildings.
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Person specification - essential knowledge, skills and experience required for role:

<p>Essential Knowledge, skills and experience</p>	<ul style="list-style-type: none"> • Experience of working in the building/property/sustainability sector, either industry, government or other stakeholder group • Experience of European policy and legislation • Excellent verbal and written communication skills • Strong policy background • Ability and capacity to manage multiple projects/activities, maintain tight deadlines and manage competing priorities • Ability to work as part of a small team to tight deadlines • Managing multiple priorities • Ability to build consensus from potentially competing viewpoints
<p>Desirable knowledge & skills</p>	<ul style="list-style-type: none"> • Post-graduate degree or equivalent level of knowledge in related subject • Knowledge of the main buildings related policies at the EU level • Capacity of understanding/working with construction standards and building codes • Minimum of 5 years experience in the building/property sector • Strong interest in politics

Please apply by submitting your CV and a cover letter addressing why you are the right candidate for this position to Dominika Czerwinska dczerwinska@worldgbc.org. Deadline for applications is **February 3rd, 2012**.