Job Description

Technical Advisor – Advancing Net Zero

Company Overview

UK-GBC is an industry-led network with a mission to radically improve the sustainability of the built environment. It is a charity with over 400 member organisations spanning the entire value chain, we represent the voice of the industry’s current and future leaders who are striving for transformational change.

We inspire, challenge and empower our members, helping them to identify and adopt the most sustainable, viable solutions. We also engage our members in advocating a progressive message to government, informing and influencing policy.

Advancing Net Zero programme

The Paris Climate Agreement established a global commitment to limit increases in global temperatures well below 2°C which will mean decarbonising the global economy by the second half of this century. To meet this challenge the World Green Building Council (WorldGBC) launched the global Advancing Net Zero Campaign in 2016 which is calling for a net zero carbon built environment. The campaign has set targets for all buildings to be net zero carbon in operation by 2050 and all new buildings to meet this standard by 2030.

UKGBC launched its Advancing Net Zero programme in 2018 to help lead the UK’s transition to a net zero carbon built environment. In the first eighteen months of the programme, the major output was the Net Zero Carbon Buildings Framework which has generated significant additional interest and demand from the industry to go even further and provide additional detail. Supporting outputs include a guide for commercial real estate companies on scope 3 reporting, a Climate Commitment Platform to drive climate leadership, hosting a European Summit and other awareness-raising activities. Throughout the programme, the emphasis on industry collaboration and partnership with other industry bodies has helped position UKGBC as the ‘go to’ body for providing the knowledge, information and solutions for delivering a net zero carbon built environment.

Key programme activities for 2020-21:

- Promote the WorldGBC Net Zero Carbon Buildings Commitment and UKGBC’s Climate Commitment Platform
- Cost evaluation study of net zero new buildings
- Guidance on renewable energy and offsets
- ‘Paris Proof’ energy performance targets for retail
- Bespoke support for UKGBC members on net zero projects and strategies
- Advocacy on COP26 and Local Government Climate Emergencies

We are recruiting a Technical Advisor - a key role within the team, who will provide crucial technical support for the programme, and be at the heart of a broad range of exciting market-leading projects.

Job Description

<table>
<thead>
<tr>
<th>Job title</th>
<th>Technical Advisor – Advancing Net Zero</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Policy &amp; Advocacy</td>
</tr>
<tr>
<td>Line Manager</td>
<td>Senior Policy Advisor</td>
</tr>
<tr>
<td>Location</td>
<td>UKGBC offices, London</td>
</tr>
</tbody>
</table>

Purpose of job

Scope of job (dimensions)
Develop key technical outputs under the UKGBC Advancing Net Zero programme. Primarily industry focused, but also involving engagement with national and local government stakeholders.

**People (eg. headcount)**
- Reporting to role: 0
- Same job title holders: 0
- Team members: 4

**Financial (eg. budget)**
- No direct budget responsibility but contribute to the management of annual programme budget circa £200,000

**Other**
- Fixed contract up to 31st March 2021 (with the possibility of extension or making permanent in due course)

### Principal Accountabilities (e.g. key responsibilities and projects)

- Work closely with the Senior Policy Advisor and ANZ Projects Manager to manage and deliver projects and task groups under the Advancing Net Zero programme
- Lead the delivery of industry guidance related to net zero carbon buildings and assets
- Carry out stakeholder engagement – industry/UKGBC membership, professional, trade and NGO groups, and local and national government through face to face meetings, email and online communications and good contacts management (including use of Salesforce)
- Undertake key account management duties for selected Gold Leaf members to ensure that they are deriving significant value from engaging with UKGBC.
- Facilitate workshops and small working groups
- Write content for and deliver high quality reports and outputs that account for the diverse viewpoints of stakeholders
- Present and support advocacy on Advancing Net Zero at external events and meetings
- Support reporting processes with partners, funders and other supporters
- Liaise with WorldGBC and other national GBCs involved in the global Advancing Net Zero campaign
- Manage the collation of relevant case studies and best practice examples from businesses and construction projects

### Decision making authority (eg strategy – impact on business; customers/stakeholders; people – leadership and teamwork; process – operational effectiveness and controls)

**Without reference**
- Project management administration
- Undertaking research
- Engaging with members
- Networking activities

**With reference**
- Deciding project scope and activities
Job Description

- Sourcing funding for projects
- Delivering project outputs

Key competencies

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to work collaboratively as part of a team</td>
<td>Ability to think creatively to solve problems and deliver positive impact</td>
</tr>
<tr>
<td>Ability to juggle multiple projects/activities and maintain tight deadlines, organisational skills and excellent attention to detail</td>
<td></td>
</tr>
<tr>
<td>Relationship-building &amp; interpersonal skills</td>
<td></td>
</tr>
<tr>
<td>Strong communication skills both verbal and written, including presentational skills</td>
<td></td>
</tr>
<tr>
<td>Facilitating discussion of diverse viewpoints and brokering agreement</td>
<td></td>
</tr>
<tr>
<td>Analytical skills</td>
<td></td>
</tr>
<tr>
<td>Ability to translate often complex sustainability information</td>
<td></td>
</tr>
<tr>
<td>Confident and self-motivated, with good use of initiative</td>
<td></td>
</tr>
<tr>
<td>High level of competence in using standard software packages (MS Word, Powerpoint, Excel, Adobe Acrobat etc), and other digital platforms (Cisco, Articulate etc.)</td>
<td></td>
</tr>
<tr>
<td>Commitment to UKGBC mission and values</td>
<td></td>
</tr>
</tbody>
</table>

Knowledge, experience and qualifications (minimum requirements for the job)

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educated to degree level or equivalent experience</td>
<td>Experience of corporate environmental targets and reporting (e.g. GRESB, CDP)</td>
</tr>
<tr>
<td>At least 5 years relevant experience</td>
<td>Experience of running workshops and roundtables with external stakeholders</td>
</tr>
<tr>
<td>Knowledge of issues relating to the whole life carbon assessment of buildings</td>
<td>Experience of Salesforce or a similar CRM system</td>
</tr>
<tr>
<td>Keen interest in and experience of carbon and energy issues in the built environment</td>
<td></td>
</tr>
<tr>
<td>Confidence in dealing with technical aspects of carbon reduction policy &amp; practice</td>
<td></td>
</tr>
<tr>
<td>Experience of building sustainability rating tools and certifications (e.g. BREEAM, WELL)</td>
<td></td>
</tr>
</tbody>
</table>

Terms & Conditions

Place of Work: Building Centre, 26 Store Street, London WC1E 7BT
Hours of work: 37.5 hours; normally 9am – 5.30pm
Holidays: 28 days per annum pro rata, plus 3 days between Christmas & New Year plus public holidays.
Salary & benefits: Competitive package commensurate with the applicant’s experience, includes enhanced pension contributions and health plan.
Length of contract: Fixed term contract up to 31 March 2021
Start date: ASAP

Sounds great?
Job Description

Apply now by sending richard.twinn@ukgbc.org a copy of your CV a covering email explaining in no more than 250 words why you would be great for this role; the earliest date you could start; and your salary expectations. Applications will be assessed from 25th March 2020 onwards, until the right candidate has been appointed.