

## Policy Officer – Net Zero

### The role

This is an exciting position within the UKGBC team, supporting the organisation as it seeks to inform and influence both national and local government on progressive policy making in relation to net zero carbon in the built environment.

Policy and advocacy have always been central to UKGBC’s theory of change, and the organisation is very well respected amongst politicians and officials, the private sector and other key stakeholders. The Policy Officer will support the objectives of the Advancing Net Zero programme, which is galvanising action amongst the private and public sector, and support UKGBC’s wider public affairs and policy work on all matters relating to carbon mitigation. There is likely to be a slight weighting towards non-domestic policy due to planned projects – both new build and existing assets – but by no means exclusively.

The individual will deliver specific projects, events and consultations, with extensive engagement and facilitation of UKGBC’s largely private sector membership base. There will be regular engagement with a wide range of Government and Parliamentary stakeholders, including at ministerial level. The Policy Officer will already have a good grounding in relevant policy issues, and be comfortable with getting up to speed rapidly on the brief, working collaboratively both inside and outside the organisation.

### Part 1 - Company Overview

UKGBC 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.

Our vision is a built environment that enables people and planet to thrive by:

- Mitigating and adapting to climate change
- Eliminating waste and maximising resource efficiency
- Embracing and restoring nature and promoting biodiversity
- Optimizing the health and wellbeing of people
- Creating long-term value for society and improving quality of life

### Part 2 - Job Description

<b>Job title</b>	Policy Officer – Net Zero
<b>Department</b>	Policy & Places
<b>Line Manager</b>	Director of Policy & Places
<b>Location</b>	Anywhere in UK, but with requirement to spend agreed amount of time in UKGBC office in London. (Currently fully remote working due to Covid-19).

Purpose of job	Scope of job (dimensions)	
To support UKGBC policy objectives on net zero carbon.	<b>People (eg. headcount)</b>	n/a
	<b>Financial (eg. budget)</b>	n/a

	<b>Other</b>	
--	--------------	--

Principal Accountabilities (e.g. key responsibilities and projects)
<p><b>National policy</b></p> <ul style="list-style-type: none"> <li>Respond to key national consultations by consulting with UKGBC members, facilitating collaborative workshops and roundtables and leading written responses</li> <li>Write briefing notes or other written communication for a range of advocacy purposes</li> <li>Briefing of CEO and senior staff on key policy topics</li> <li>Drafting of written media comments and opinion, and some verbal briefing of journalists</li> <li>Regular monitoring of national policy discourse for related activity and intel</li> <li>Attendance at a variety of policy and Parliamentary events and meetings</li> </ul> <p><b>Local policy</b></p> <ul style="list-style-type: none"> <li>Deliver specific projects designed to support any local authority, such as the ongoing maintaining and development of its Policy Playbook for local authorities in relation to net zero carbon</li> <li>Respond to the growing number of inquiries and requests from local or regional authorities for guidance on net zero carbon policy – including planning policy</li> <li>Support specific projects designed to support an individual city or regional authority, such as UKGBC’s work in support of Manchester Climate Change Partnership (new build) and Greater Manchester Combined Authority (existing commercial buildings)</li> </ul> <p><b>Wider communications and member engagement</b></p> <ul style="list-style-type: none"> <li>Contribute to UKGBC monthly policy update</li> <li>Regular updating of UKGBC KPIs via Salesforce</li> <li>Act as one of a number of topic experts on net zero carbon, responding to colleagues, members, and external stakeholders</li> <li>Support UKGBC’s social media strategy in relation to key policy topics</li> <li>Present and represent UKGBC at external events and meetings</li> <li>Engagement meetings with UKGBC members as required</li> </ul> <p><b>UKGBC team activities and personal development</b></p> <ul style="list-style-type: none"> <li>Take part in regular meetings related to UKGBC operations and workstreams</li> <li>Champion the organisational culture and the UKGBC Way (values into action framework) by adopting a solutions-driven, positive, and efficient attitude.</li> <li>Upskill the team drawing upon personal experience on relevant topics and capabilities</li> <li>Demonstrate agility and flexibility to perform duties that may be outside core accountabilities.</li> </ul>

Principal Accountabilities (e.g. key responsibilities and projects)
<p><b>Without reference</b></p> <ul style="list-style-type: none"> <li>Internal &amp; external stakeholder engagement meetings</li> <li>Internal briefings</li> <li>Tactical decisions within agreed project parameters</li> </ul> <p><b>With reference</b></p> <ul style="list-style-type: none"> <li>Agreement of UKGBC policy positions</li> <li>External briefings and formal written communications</li> </ul>

## Job Description

- Strategic public affairs decisions

Key competencies	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Ability to facilitate sessions with a wide spectrum of stakeholders, both in person and on-line</li> <li>• Excellent planning, organisational and project management skills</li> <li>• Excellent written, verbal and presentation skills with the ability to communicate complex ideas in engaging ways</li> <li>• A self-starter with independent judgement and work planning, also able to work well as part of a team</li> <li>• Emotional intelligence and an aptitude for developing and maintaining strong stakeholder relationships</li> <li>• Flexibility and adaptability, with experience in fast-paced environments</li> <li>• Enthusiasm and resilience</li> <li>• Commitment to UKGBC mission and values</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the UK property and construction industry</li> </ul>

Knowledge, experience and qualifications ( <i>minimum requirements for the job</i> )	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Knowledge and experience of sustainability in the built environment</li> <li>• 1-2 years' experience of similar policy issues</li> <li>• Parliamentary/Government relations experience – at both national and local level</li> <li>• Experience of building client/stakeholder relationships</li> <li>• Strong academic record</li> <li>• Strong interest in sustainability and built environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with (or for) other key stakeholder groups in the built environment/net zero space</li> <li>• Experience of using Salesforce</li> <li>• Experience of multi-stakeholder projects</li> <li>• Experience of project management</li> <li>• Degree in relevant subject</li> </ul>

### Terms & Conditions

#### Place of Work:

In line with COVID 19 Government Guidance, UKGBC colleagues are expected to work from home. When permitted, we also work in 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 Xmas closure, plus public holidays

**Salary & benefits:** circa £27,000 pa (depending on experience) enhanced pension contribution, Bupa cashback scheme

**Length of contract:** 12 months with the potential to be made permanent

**Start date:** Immediately

## Job Description

*UKGBC is committed to providing equal opportunities to all existing and prospective employees. We aim to be inclusive to everyone regardless of ethnicity, religious beliefs, gender, marital status, age, disability, sexual orientation or political beliefs.*

### **Sounds great?**

Apply now by sending [john.alker@ukgbc.org](mailto:john.alker@ukgbc.org) a copy of your CV and a covering email explaining in no more than 250 words why you would be amazing in this role and the earliest date you could start. Applications will be assessed as soon as they are received, until the suitable candidate has been appointed. It is hoped that interviews will be scheduled week beginning 12<sup>th</sup> April.