

## Advisor – Net Zero Verification

### The Role

The Technical Advisor will lead a major project in 2021/22 to explore potential routes for a net zero carbon buildings verification scheme. This offers a fantastic opportunity to contribute to the building sectors’ net zero transition at an exciting moment in time, and to gain valuable experience working with leading businesses and other stakeholders.

This project will build on the success of UKGBC’s Net Zero Carbon Buildings Framework Definition and existing UK energy/carbon reporting schemes to ensure it drives real impact in the market. The project will link with existing pieces of work, including the development of net zero performance targets and UKGBC’s Whole Life Carbon Roadmap project, and will require close engagement with professional institutions, UKGBC members and the wider industry.

The ideal candidate will be passionate about sustainability, have strong stakeholder engagement skills, knowledge of global green building certification tools, a positive, can-do attitude and thrive in a busy working environment. You will report to the Director of Business Transformation and work closely with the Senior Advisor – Advancing Net Zero, and the rest of the UKGBC Advancing Net Zero team.

### 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 500 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

### Job Description

<b>Job title</b>	Advisor - Net Zero Verification
<b>Department</b>	Business Transformation
<b>Line Manager</b>	Director of Business Transformation
<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 lead the industry engagement, research and strategy for a net zero carbon buildings verification scheme, including agreeing asset level performance targets.	<b>People (eg. headcount)</b>	No direct reports Team members: 5 (not incl consultants)
	<b>Financial (eg. budget)</b>	No direct budget responsibility

	<b>Other</b>	Fixed term contract up to 31st March 2022 (with the possibility of extension or making permanent)
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**Principal Accountabilities (e.g. key responsibilities and projects)**

<p><b>Net zero verification project delivery (c80%)</b></p> <ul style="list-style-type: none"> <li>• Manage and deliver the industry engagement, research, and consultation required to create a net zero carbon buildings verification scheme</li> <li>• Engage with relevant professional institutions and industry bodies to develop ‘net zero performance targets’ related to the verification scheme</li> <li>• Lead the delivery of industry guidance related to performance targets and the verification of net zero carbon buildings</li> <li>• 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)</li> <li>• Facilitate workshops and small working groups</li> <li>• Write content for and deliver high quality outputs that account for the diverse viewpoints of stakeholders</li> <li>• Present and support advocacy on Advancing Net Zero at external events and meetings</li> <li>• Support reporting processes with partners, funders, and other supporters</li> <li>• Liaise with WorldGBC and other national GBCs involved in the global Advancing Net Zero campaign</li> </ul> <p><b>Member engagement (c10%)</b></p> <ul style="list-style-type: none"> <li>• Account manager for circa five Gold Leaf members</li> <li>• Engagement meetings with other members as required</li> <li>• Run UKGBC members’ forums as required</li> </ul> <p><b>UKGBC team activities and personal development (c10%)</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 wider team by drawing upon personal experience on relevant topics and capabilities – e.g. construction, investment appraisals, constructing a business case, running collaborative projects etc.</li> <li>• Demonstrate agility and flexibility to perform duties that may be outside core accountabilities</li> </ul>
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**Decision making authority (e.g. strategy – impact on business; customers/stakeholders; people – leadership and teamwork; process – operational effectiveness and controls)**

<p><b>Without reference</b></p> <ul style="list-style-type: none"> <li>• Project management</li> <li>• Undertaking research</li> <li>• Internal and external stakeholder engagement meetings</li> <li>• Networking activities</li> </ul> <p><b>With reference</b></p> <ul style="list-style-type: none"> <li>• Strategic decisions in relation to programme</li> <li>• Resource allocation</li> </ul>
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## Skills and experience

Key competencies	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Ability to work collaboratively as part of a team</li> <li>• Ability to juggle multiple projects/activities and maintain tight deadlines, organisational skills and excellent attention to detail</li> <li>• Relationship-building &amp; interpersonal skills</li> <li>• Strong communication skills both verbal and written, including presentational skills</li> <li>• Facilitating discussion of diverse viewpoints and brokering agreement</li> <li>• Analytical skills</li> <li>• Research skills (qualitative and quantitative)</li> <li>• Ability to translate often complex sustainability information</li> <li>• Confident and self-motivated, with good use of initiative</li> <li>• High level of competence in using standard software packages (MS Word, PowerPoint, Excel, Adobe Acrobat etc)</li> <li>• Commitment to UKGBC mission and values</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to think creatively to solve problems and deliver positive impact</li> </ul>

Knowledge, experience and qualifications ( <i>minimum requirements for the job</i> )	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent experience</li> <li>• 3-5 years' experience working in sustainability within the built environment</li> <li>• Experience of global building sustainability rating tools and certifications (e.g. LEED, BREEAM, Living Building Challenge, WELL)</li> <li>• Knowledge of energy and carbon modelling tools, including whole life carbon assessments (LCAs) of buildings</li> <li>• Knowledge of the technical aspects of carbon reduction policy &amp; practice</li> <li>• Experience of running workshops and roundtables with external stakeholders</li> <li>• Business proficient English speaking and writing</li> </ul>	<ul style="list-style-type: none"> <li>• Degree in relevant sustainability or built environment related subject</li> <li>• Engineering, property, construction, or sustainability related professional qualifications, such as from ICE, RICS, IEMA</li> <li>• Qualified assessor or accredited professional in an existing certification system (e.g. BREEAM, LEED)</li> <li>• Understanding of UKGBC's Advancing Net Zero programme and Net Zero Carbon Buildings Framework Definition, and other relevant industry resources on net zero carbon buildings</li> <li>• Client management experience</li> <li>• Experience of corporate environmental targets and reporting (e.g. GRESB, CDP)</li> <li>• Experience of Salesforce or a similar CRM system</li> </ul>

## Job Description

### Terms & Conditions

**Place of Work:** 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)

**Hours of work:** 37.5 hours; normally 9am – 5.30pm

**Holidays:** 28 days per annum pro rata, plus public holidays, plus 3 days Xmas closure

**Salary & benefits:** £35,000 to £40,000 (depending on experience), enhanced pension contribution, and BUPA Cash Health Plan scheme

**Length of contract:** Fixed term contract up to 31st March 2022 (with the possibility of extension or making permanent)

**Start date:** ASAP

*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.*

**Apply now by sending [karl.desai@ukgbc.org](mailto:karl.desai@ukgbc.org) a copy of your CV and covering email explaining in no more than 250 words why you would be great for this role and the earliest date you could start. Applications will be assessed from 7 May 2021 onwards, until the right candidate has been appointed.**