



UK Business Council for Sustainable Energy

POLICY ADVISOR

The Council brings together the key players in the energy sector in order to develop an effective dialogue with Government and other stakeholders that can help strengthen the UK's strategic agenda for sustainable energy.

Working with a Senior Policy Advisor and David Green, the Chief Executive of the Council, the Policy Advisor post will enable the successful candidate to be at the centre of the debate about the delivery of UK energy policy, working at the interface of business leadership and government policy.

The role will include developing the Council's policies on a range of sustainable energy related areas and presenting the Council's positions to various stakeholders, including Government Officials and Opposition Parties.

To fill this position we are seeking someone who:

- Brings an interest in and understanding of sustainable energy and climate change issues;
- Has knowledge of policy processes;
- Has excellent written and verbal communications skills – including the capacity to express complex ideas simply, clearly and accurately;
- Has the ability to engage with and shape consensus amongst different stakeholders;
- Is a professional and motivated team player with a proactive approach to work;
- Has experience of coordinating events and projects; and
- Is education to graduate level with at least 2 years relevant work experience.

Also desirable:

- Experience of managing people;
- Experience of developing policy positions and papers;
- An ability to influence and shape debates; and/or
- Education to post-graduate level in an environmental or energy related field.

WHAT IS NEEDED?

The successful candidate will work to the Senior Policy Advisor and will cover the following areas

Policy

- Managing the work of the Policy Coordinator and Policy Consultants as required.
- Setting out forward work plans for specific policy areas.
- Working with Council members as well as external stakeholders to formulate the Council's policy positions and to inform those of members' as well.
- Developing and drafting the Council's policy and other submissions.
- Organising, supporting and reporting to such committees, working groups and other groups of the Council as required.

Stakeholder engagement

- Engaging with a wide variety of stakeholders and presenting the Council's work to them.
- Ensuring the Council maintains a professional image through its website and publications.

Member services

- Ensuring the Council's Executive Board, Strategic / Associate Partners, and members of relevant workstreams are informed of policy developments, upcoming work and events as appropriate.
- Assisting with the preparation of materials (such as briefings, notes and follow up letters) for high level meetings, including the Chief Executives Council, Executive Board and other relevant groups as required.

Events

- Contributing to the development of a forward programme of Council events.
- Representing the Council at relevant events both in the UK and internationally.
- Drafting briefings and high level meeting notes as required.

Projects

- Identification and development of special projects, including managing project budgets, tasks, timescales and consultants, as required.

Other

- Such other tasks as may be reasonably determined from time to time.

WHO ARE WE?

Made up of a small team, and headed by the Chief Executive, David Green, the Council brings together the key players in the energy sector at Chief Executive and Executive Board level to help strengthen the UK's strategic agenda for sustainable energy

The Council was formally launched in January 2002 in the lead in to the World Summit on Sustainable Development in Johannesburg, and was set up at the suggestion of Government and leading NGOs to create a framework for high level

policy engagement across the energy sector on climate change, sustainable development and the transition to the wider use of sustainable energy.

The Council's objectives are to:

- Provide a forum for dialogue between the UK energy industry, government and other stakeholders on the key issues shaping the deployment of sustainable energy.
- Promote the policies, investment and commitment needed to secure market growth and sustain long term business planning.
- Highlight the scope for technological and market innovation to deliver a low carbon economy.

For more information see www.bcse.org.uk

OUTLINE OF TERMS AND CONDITIONS

- An annual salary in the range £25,000 - £35,000 with a periodic annual review;
- 25 days annual holiday plus statutory holidays;
- An annual season ticket loan;
- An employer's contribution equivalent to 6% of annual salary to a personal pension; and
- Access to a health insurance scheme.

TO APPLY

If you would like to be considered for this role, then please send a letter of application and CV to:

Pamela Rudolph
Executive Assistant
UK Business Council for Sustainable Energy
35/37 Grosvenor Gardens
London SW1W 0BS

Or email: pamela.rudolph@bcse.org.uk

Applications should set out your interest in the role as well as your skills and experience. **The closing date for applications is Thursday 11 February.**

It is anticipated that initial interviews will be held on Thursday 18 February.