



Institute for European Environmental Policy

JOB VACANCY

Policy Analyst – Biodiversity Programme

Location: Brussels (or, under certain circumstances, London)

Application deadline: 8 January 2017

We are seeking a policy analyst to join the team, to help with our work on the development and implementation of EU biodiversity policy, ideally to be based in Brussels. An experienced candidate is sought with a good knowledge of EU biodiversity policy, developed policy analysis skills, excellent writing skills in English and some project management experience. It is intended that this will be a permanent post, depending on performance and our success in acquiring projects.

About IEEP

The Institute for European Environmental Policy (IEEP) is an independent and influential policy studies institute, based in Brussels and London. We undertake research and consultancy work on the development, implementation and evaluation of environmental and environment-related policies in Europe. IEEP's work is directly relevant to current policy debates and staff work closely with the EU institutions, national and regional government departments in various parts of Europe, agencies, parliamentarians, NGOs and academics. Much of IEEP's project work involves teams of partners from a variety of countries and staff travel frequently within Europe. IEEP has a full time staff of 20 based in London and 9 based in Brussels. For more information please see our web site: www.ieep.eu

Our Biodiversity Programme's work mainly supports the EU's objective of halting the loss of biodiversity and the degradation of ecosystem services by 2020. This includes assessing the impacts of EU policies on biodiversity and related ecosystem services, and their resulting costs and socio-economic benefits, and developing evidence-based policy recommendations. Much of our work focuses on the implementation of the Birds and Habitats Directives (such as supporting the Commission's recent Fitness Check of the Directives), but also the targets and actions under the EU Biodiversity Strategy. In particular,

the Biodiversity Programme is closely involved in supporting ecosystem restoration and green infrastructure (Target 2), such as through work on the costs and benefits of ecosystem conservation and restoration, policy measures for enhancing green infrastructure, policy options for achieving no net loss of biodiversity and approaches to increasing funding for biodiversity. The Biodiversity Programme also undertakes a range of biodiversity-related analyses as part of wider studies on agriculture, freshwater and marine policies. Details of the range of subjects and projects undertaken by the Biodiversity Programme, and others at IEEP, is available on our website - <http://www.ieep.eu/>.

We primarily work on policy analysis and development projects for the European Commission, but also contribute to the biodiversity conservation work of the European Parliament, national governments, NGOs and other stakeholders.

The Post

We are seeking someone capable of working independently, managing project teams and tasks, and contributing to written reports under tight deadlines, and liaising with clients (in particular the European Commission), partner organisations, and other key stakeholders. An ability to understand, assess and synthesize technical and strategic EU policy issues and to prepare objective, evidence-based coherent reports in English is vital. The successful candidate will need to have the skills and confidence to represent the Institute at public events in Brussels and elsewhere.

There is some flexibility over the precise level of experience and the location of post, but the intention is for this post to be permanently based in Brussels. However, consideration would be given to having the post in London temporarily, or permanently if an exceptional candidate preferred to be based in London.

Responsibilities

The postholder will be a member of the Biodiversity Programme, led by Graham Tucker (based in London), and will also work closely with other staff in both the London and Brussels offices, and on occasion contribute to projects led by other IEEP teams (such as the Green Economy Programme).

IEEP is a relatively small organisation; so, like other IEEP staff, the postholder will be required to show commitment and flexibility in undertaking a range of general tasks in pursuit of the smooth running, effectiveness and development of the Institute.

The successful candidate will need to be adaptable and able to learn quickly as they will enter an intellectually challenging and fast-paced environment, with significant opportunities for making a difference to environmental outcomes.

Particular aspects of the job include:

- Contributing to current projects on biodiversity policy (in particular in relation to ecosystem services, ecosystem restoration and green infrastructure), and in related

fields, such as land use, water and marine issues, pollution control, and links to social and economic policy objectives.

- Helping with the management of projects, including through organising team members in IEEP and in partner organisations, and dealing with clients.
- Undertaking literature reviews, interviews, analysis of quantitative and qualitative data, workshops and case studies.
- Assisting with the preparation of tenders and funding proposals.
- Promoting policy messages to wider audiences, beyond immediate client groups or sponsors, inter alia through contributing to the Institute's communication, outreach and training activities. This will involve presentations to conferences and workshops.

Person Specification

The ideal candidate will have the following skills and attributes.

Essential:

- A postgraduate degree or equivalent qualification in a relevant discipline (e.g. ecology / environmental science / biodiversity conservation / environmental economics), and several years professional experience (candidates whose degree is in a different field, but who have a greater level of professional experience, may also be considered).
- Good knowledge of EU biodiversity policy and experience of policy-related work.
- Demonstrated good communication skills, in particular, excellent written and spoken English and the ability to present information in a clear, precise and accessible style in this language.
- Proven ability to work as part of a team, and to work successfully manage projects, or key project tasks, involving several organisations.
- Ability to plan and carry out tasks effectively and efficiently, to work under pressure and to meet tight deadlines.
- Good networking skills.
- Enthusiasm and adaptability to work across a range of subjects.
- Good IT skills.

Desirable:

- Good understanding of EU affairs, covering strategies, policies and institutions, and policy-making processes.
- Experience of working at the European Commission or on European Commission contracted studies.
- Knowledge and proficiency (written and spoken) in one or more EU languages, other than English.
- Knowledge of ecosystem functioning and services, ecosystem assessment, GIS, spatial / landscape ecology, green infrastructure and quantitative analytical techniques.
- Experience in organising and facilitating workshops.
- Experience of preparing tenders for contracts or funding proposals.
- Publications in a relevant field.

Appointment grade and salary

It is envisaged that the postholder will be appointed at a Policy Analyst Grade 3 level, with a Gross Annual Salary in the range of €33,000 - €35,000 (or £27,500 - £29,000 if based in London). However, a highly experienced candidate might be appointed at a Senior Policy Analyst Grade 1 level, with a Gross Annual Salary of €36,000 - €38,000 (or £31,000 - £33,000 if based in London).

Further information

Further information about IEEP is available on our website - <http://www.ieep.eu/>. If you would like to discuss the post please contact the manager of the Biodiversity Programme – Graham Tucker (gtucker@ieep.eu).

How to apply

If you fit this person specification and you would like to apply for this post, please:

1. Fill in the application form that can be found on the website under 'vacancies'.
2. Prepare an application letter explaining your interest in the job and showing clearly how you meet our job and person requirements.
3. Enclose a short (maximum ten pages) extract of work that you have written within the past year, with minimal editing/amendment by others, preferably on a subject which is relevant to this post.
4. Send your completed application form, letter and work extract to recruitment@ieep.eu, clearly marking the title of the email: 'Policy Analyst – Biodiversity Programme'.

All applications must reach us on our before **January 8th 2017**. Interviews will be held in the week of 16th January in our Brussels and/or London office. Travel expenses will be reimbursed by IEEP.

Experience suggests that our adverts can attract a large number of applications, and while we hope to be able to respond to them individually, we cannot guarantee that we will be able to; if you have not had a response to your application within one month of the closing date you should assume you have been unsuccessful in your application.

PLEASE NOTE: IEEP strives to be an equal opportunities employer. Our current workforce is under-represented in relation to people from ethnic minority groups, from whom applications are most welcome.