

## **Job title: Officer Sustainable Infrastructure & Data Governance**

**Start date: 1 November 2020 (or earlier)**

**Duration: Until 31 December 2022 with a view to extending**

**Deadline for application: 4 September 2020**

The European Secretariat of ICLEI– Local Governments for Sustainability offers an opportunity to join the leading global network of 1,500 cities, towns and regions committed to building a sustainable future. ICLEI, European Secretariat, based in Freiburg, Germany provides its members with a voice on the European and international stage, a platform to connect with peers, and tools to drive positive environmental, economic and social change. ICLEI's member cities drive innovation by pioneering the development and application of new processes, instruments, methods and tools for local sustainability and promote integrated and cyclical management and governance of all sustainability related policy areas. Through our collective efforts, we influence more than 25 percent of the global urban population. We are a growing organization that offers exciting opportunities, with a competitive salary, staff appreciation days and recognises the effort and achievement of all its employees.

The position of an **Officer 'Sustainable Infrastructure & Data Governance'** supports local governments throughout Europe in assessing, facilitating and implementing innovative projects related to integrated urban development and build infrastructures with an emphasis on the field of digital systems, energy efficiency and renewable energy in general and sustainable buildings and districts as well as urban data platforms in particular. He/she will do this both in the framework of larger projects and consultancy services offered by ICLEI.

The position will also include further tasks, especially associated to project and service acquisition, supervised by and in close cooperation with the line-manager/Deputy Regional Director (DRD). The officer will proactively support the project development, the representative capacity towards European institutions and governmental structures and institutions of all levels and thereby increase visibility and (economic) opportunities in the before-mentioned topical areas.

The position will be based on projects and services.

### **Tasks and responsibilities:**

- Preparation and implementation of projects in European and – if necessary - non-European countries, in particular related to 'interoperability' of infrastructure systems (incl. technological and green infrastructures) and data management of energy services in the urban build environment, under supervision of the line manager/DRD.
- Analysis and targeted advice of digital infrastructure related methodologies, data exchange platforms/protocols and plans (such as Smart City, Open Data strategy etc.) and their standards, business models, financing schemes and stakeholder partnerships.
- Analysis of the energy and environmental footprint of digital infrastructure and the identification as well as formulation of recommendations for sustainable data policies for in particular the European and local government levels related to governance, sustainable buildings and integrated energy systems.
- Further development, promotion and implementation of (digital) tools supporting sustainable urban development, management and planning (incl. such as district planning and retrofitting schemes), with a view to local climate change action (mitigation and adaptation), energy and other resources (at different scales and sectors).

- Development of guidelines and handbooks for the transferability and exploitation of (digital) infrastructure solutions related to energy efficiency and renewable energy, data exchange models and standardization frameworks.
- Work-planning and process ownership in assigned projects and services including communication with partners and funders.
- Preparation, conduction and facilitation of training and capacity building workshops and facilitation of stakeholder dialogues related to the topical area, particularly on sustainable buildings/districts and data governance.
- Acquisition of projects and service contracts based on current work in coordination with Line-Manager/DRD.

### Skills and qualifications:

#### Essential:

- Education: Academic degree in a relevant field (electric, energy, industrial engineering, telecommunications engineering, software engineering, informatics, etc.).
- Experience with at least two years in a similar position, in:
  - Open Government, Open Data and Open Source concepts and strategies of the local, national and/or European level;
  - Digital infrastructure and data management related to infrastructure and built environment, incl. as identifying stakeholders' needs and technical requirements, in particular related to buildings, energy efficiency and renewable energy (actions).
- Experience in developing and implementing training and capacity development activities (particularly for and with local governments and energy stakeholders).
- Organisational skills: Proven skills in implementing projects and/or (consulting) service, high communicative competence (orally and in writing), strong writing, presentation and facilitation skills, team player, pro-active working style, ability to work self-organised within a complex working environment.
- Languages: Excellent command of English and at least one further European language (orally, read and in writing).
- Knowledge of databases (such as SQL) and software architecture for smart energy and smart building projects as well as basic knowledge of data wrangling and visualization tools (such as R=ggplot, Python=matplotlib).
- Computing: Practical knowledge and advanced skills in MS Office, especially MS Excel or similar tools.

#### Desirable:

- Understanding of public and private data aspects including security/protection, accessibility, (re)usability and transparency.
- Experience with the set-up and delivery of (digital) public services including needs regarding use and application of data (e.g. design, analysis, services) and the technical requirements regarding online data hubs (e.g. IT system requirements, data output formats and programmes).
- Knowledge on digital infrastructure related standardization processes with the purpose of comparability, replicability and scalability.
- Experience in assessing, monitoring and reporting on Sustainable Energy and Climate Action Plans.
- Experience with data modelling, IA and/or the implementation of Hackathons.
- Solid knowledge and understanding of EU policy packages related to the position, including the Data Protection Directive, EU Digital Strategy, EU Data Strategy, Digital Economy and Society Index, EU Artificial Intelligence Strategy, Energy Efficiency Directive and/or the Energy Performance of Buildings Directive.

- Understanding of and practical experience with local governments.
- Expertise in urban development planning processes will be an advantage.
- Excellent command in an Eastern European language (orally, read and in writing).

**Conditions:**

- Limited contract, duration 25 months (from 1 November 2020 until 31 December 2022), extension intended
- Corridor contract 80-100% of a full time position with a gross salary according to 'Officer' in ICLEI's salary grid (indicative: €44,400 to €46,200 per annum for 100%)
- Place of work: ICLEI European Secretariat, Freiburg, Germany
- Workings hours: 40 h/week, six weeks of paid leave per annum
- Working language: English
- Readiness for frequent travel
- Applicants must – due to legal reasons – hold EU citizenship or valid EU residence permit and a valid German work permit. Applications not meeting these conditions can unfortunately not be considered.

**Deadline for application: 4 September 2020**

**Please apply in writing, including a CV and letter of motivation to:**

[jobs.europe@iclei.org](mailto:jobs.europe@iclei.org)

Be aware that applications are reviewed continuously upon arrival; therefore application as soon as possible is advisable.

For more information about ICLEI visit:

[www.iclei-europe.org](http://www.iclei-europe.org)

**ICLEI Europe's Equal Opportunity and Employment Policy**

ICLEI Europe's hiring policy is geared to ensure that the organisation hires employees without regard to their race, colour, religion, national origin, citizenship, age, sex, marital status, socio-economic background or sexual orientation. ICLEI's policy is that applicants for employment and career progression are considered solely on the basis of their qualifications and competencies.