Job title: Officer Action Planning, Governance and Policy

Start date: 01 November 2022 (or earlier)
Duration: 24 months (with a view to extension)
Deadline for application: 10 September 2022
Location: Freiburg, Germany

This is an opportunity to join ICLEI – Local Governments for Sustainability, the global network of more than 2500 local and regional governments committed to sustainable urban development. Active in over 125 countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development. Working with ICLEI is an opportunity to work alongside some of the leading policy-makers, practitioners, politicians, and urban researchers in the field of sustainable urban development. At the European Secretariat, we have a team of over 120 dedicated professionals from over 20 countries representing different backgrounds, knowledge and experience. ICLEI’s European Secretariat is based in Freiburg (Germany), with offices in Brussels, Belgium and Berlin, Germany.

The Officer Action Planning, Governance and Policy complements the ‘Sustainable Resources, Climate and Resilience team’ in supporting projects related to the topics circular economy, nature-positive (bio-)economy, and climate-neutrality. The Officer will closely collaborate with local and regional governments across Europe and other stakeholders to analyse and implement related local and regional governance and policy processes. Amongst others, the new team member will be entrusted with the responsibility to facilitate the co-design of tailored local action plans and strategies, provide technical assistance, engage in standardisation processes, support replication activities and articulate policy recommendations to accelerate sustainability transitions across the EU.

ICLEI is one of Europe’s leading organisations in the field of climate neutrality and circular economy in cities. We support implementation, raise awareness, develop new tools and approaches, facilitate the replication of innovative solutions, and engage in policy developments at the European and international level. We see the transformation from a linear to a circular and nature-positive economy as fundamental to achieving the EU’s ambition to become a climate-neutral continent, fostering a thriving society, and keeping resource consumption within planetary boundaries. Local governments are critical actors in facilitating this transition.

The successful candidate will help to further develop our circular economy, nature-positive (bio-)economy and climate neutral cities work within a number of ongoing and new European projects, specifically in the field of action-planning, governance and policy for nature-productive bioeconomy, climate-neutral and circular cities and regions.

We offer a friendly work environment, flexible working hours, international travel and training opportunities as well as a supportive approach to development. ICLEI is committed to providing an inclusive and supportive working environment and is a family friendly certified organisation with equal opportunities. We also strive to provide a good work-life balance.
Tasks and responsibilities:

- Develop and apply methods for local and regional governance analysis, e.g. on bio-/nature-positive economy, circular economy and climate neutrality.
- Facilitate the development of related local and regional action plans and strategies, working across local departments and with multiple stakeholders and project partners.
- Provide project development assistance for cities and their partners.
- Develop ICLEI's knowledge in the related topical area with a particular view to nexus-building – including the levers available to local governments to facilitate the nature-positive, circular and climate neutral transformation, the key challenges to implementation, and the understanding how ICLEI can best support such processes.
- To deepen ICLEI's experience, knowledge and portfolio of activities in the topical area.
- Facilitate networking, knowledge sharing, co-creation, collaboration and good practice exchange between local governments and other actors.
- Carry out a variety of project-specific tasks in the described fields, including, but not limited to:
  - Writing briefing documents, guidance, reports, case studies, position papers and articles
  - Organising workshops, meetings and events
  - Undertaking research
  - Engaging in thematic standardisation and EU consultation processes
  - Managing relationships with partner organisations
  - Supporting communications and outreach work
  - Represent ICLEI at events, and help develop strategic relationships with relevant external organisations on the topic of circular economy.
  - Identify funding opportunities and write project proposals.

Skills and qualifications:

- A degree in a relevant subject such as Environmental Economics, Bio-/Nature-positive Economy, Environmental Sciences, Natural Sciences, Natural Resource Management, (Environmental) Engineering, Social Sciences, Urban and Regional Planning, or other relevant fields.
- A minimum of 3 years work experience - preferably in the public sector (e.g. at local authority) or with local and regional governments (e.g. relevant consultancy work).
- Robust experience in local and/or regional government action planning and strategy processes across departments and stakeholder groups on topics such as nature-positive (bio-)economy, climate action planning, circular economy action plans, smart city strategies, master planning or similar.
- A comprehensive understanding of multi-level governance processes and arrangements, particularly pertaining to the different roles and mandates at local, regional and national levels in the areas of nature-positive (bio-)economy, circular economy and climate neutrality.
- A comprehensive understanding of European policy relevant for the nature-positive (bio-) economy, circular economy and climate neutrality.
- Experience in project preparation, development and management related to such as local, city and region-level actions, circular business models, nature-positive economy and / or project finance is an important asset to have.
- Ability to build and maintain relationships with a wide range of external organisations.
- Ability to be well organised, prioritise tasks and produce good quality work within tight time constraints.
- Ability to work in a team and independently.
- A very good command of English (reading, writing and speaking) and at least one more European language.
• Excellent verbal and written communication skills, e.g. drafting reports and delivering presentations.
• Confident user of all Microsoft Office applications.

Desirable:
• Experience working directly with local and regional governments, in the field of nature-positive (bio-)economy, circular economy and climate neutrality.
• Experience in implementing local and regional action plans and strategies related to the topical area, working across local departments and with multiple stakeholders and project partners.
• Experience in planning and/or implementing capacity building/training and peer-to-peer learning activities to support subnational government stakeholders.
• Familiarity with topically relevant European frameworks, directives and standards etc.
• Additional European language(s).
• Experience of working on international and European projects.

Conditions:
• Limited 2 year contract (with a view to extension).
• Corridor contract 80-100% with a gross salary according to Officer in ICLEI’s salary grid (indicative: EUR 46,800 to 51,000 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 international 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: 10 September 2022

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

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.