



## Vacancy

### **POLICY ANALYST (BRUSSELS) – BIODIVERSITY AND NATURE CONSERVATION POLICY**

#### **About IEEP**

The Institute for European Environmental Policy (IEEP) is an independent and influential policy studies institute. We undertake research and consultancy work on the development, implementation and evaluation of environmental and related policies in Europe. Our focus is on current and future policy debates; working closely with the EU institutions, national and regional authorities in different European countries, parliamentarians, NGOs and academics. Our project portfolio varies from year to year but we maintain a commitment to being at the forefront of thinking about the environment and the way it is addressed in policy, particularly within the EU. Over the past thirty years IEEP has been a key player in European environmental policy development in a range of areas, including agriculture, biodiversity, climate change, transport, water, waste and budget policies.

IEEP is a self financing, not for profit institute with offices in central London and Brussels. For more information, please see our website: [www.ieep.eu](http://www.ieep.eu)

#### **Policy Analyst – Biodiversity and Nature Conservation**

##### **The Role**

IEEP has a vacancy for a full time Policy Analyst within the biodiversity and nature conservation programme. It is a key role within a busy and dynamic team focussing on the development and implementation of EU biodiversity policy and related issues, including the application of the ecosystem services concept into policy.

We are seeking someone capable of both initiating and undertaking projects under tight deadlines, involving frequent contact with the European Commission and other key stakeholders. An ability to grasp and assess both technical biodiversity and political issues and prepare fluent and cogent reports in English is critical. As the only Brussels based member of this team you need to have the skills and confidence to represent the Institute at a variety of fora in Brussels and elsewhere. For the right candidate there is an opportunity to make a real difference to policy outcomes.

**Job Overview:** The work will be varied, interesting and intellectually demanding. You will be involved in a range of projects of different size, timescale and subject matter. At any one time there may be a dozen projects underway in the programme. You will be leading some and contributing biodiversity inputs to others, including studies led by other teams. Projects address all stages of the policy process, including the

formulation, practical implementation and evaluation of a range of policies and instruments at both EU and Member State levels, legislative and funding instruments as well as novel approaches. The use of economic instruments and valuation techniques is one of the programme's areas of interest and application of the TEEB principles will be one theme of work over the coming year. Other key themes at present include financing biodiversity conservation, 'biodiversity-proofing' the EU budget, the potential biodiversity impacts of the reform of the Common Agricultural Policy, management of farmland in Natura 2000 sites, estimating the costs of meeting the EU's habitat restoration target, policies on invasive alien species, biofuel impacts and sustainability criteria, enhancing the science-policy interface in the EU and mainstreaming of biodiversity objectives into sectoral policies.

The principal aspects of the role are:

- Drafting reports led by yourself or others, which typically will focus on policy issues, at a European or national level;
- Undertaking literature reviews, the analysis of quantitative and qualitative data, interviews, workshops and case studies;
- Assisting with, and in some cases leading the preparation of tenders and funding proposals;
- Playing a role in project development, management and administration;
- Providing regular briefing notes on developments in EU biodiversity policy and their implications;
- Working with colleagues to develop robust policy positions on behalf of the Institute;
- 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;
- Supporting the development of the team's knowledge base and IEEP publications by attending relevant meetings and conferences (mostly in Brussels) and compiling relevant literature;
- Working with colleagues to organise and facilitate meetings, workshops, seminars etc as needed;
- Contributing to updates of the Institute's Manual of Environmental Policy (<http://www.ieep.eu/understanding-the-eu/the-manual/introduction/>).
- Contributing to the overall day-to-day operation of IEEP and helping to organise internal activities, as necessary.

### **Location**

The post will be based at IEEP's Brussels office but with regular visits to IEEP's head office in London.

### **Role in the Institute**

The postholder will be a member of the four person biodiversity programme, led by Dr Graham Tucker. They will also work closely with other London and Brussels staff and on occasion contribute to projects led by other IEEP teams. Working with the environmental economics programme on TEEB and natural capital questions will be

one element of the role. IEEP is a relatively small organisation, so like other 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 enter an intellectually challenging and fast-paced environment, where the opportunities for learning and for making a difference are great. You will also join a cohesive and supportive team that is committed to the professional development of all of its members.

### **Person-specification**

The ideal candidate will have the following attributes.

#### **Skills and personal attributes**

- Excellent written and spoken English and the ability to present information in a clear, precise and accessible style in this language;
- Excellent analytical and report writing skills;
- Excellent understanding of the role of policy;
- Good networking skills;
- Good public speaking and presentational skills;
- Demonstrable ability to take initiatives;
- Proven ability to work as part of a small team.
- Enthusiasm and adaptability to work across a range of subjects.

#### **Qualifications and Experience**

##### *Essential:*

- A postgraduate degree or equivalent qualification in a relevant discipline (e.g. biodiversity research / ecology / biodiversity economics);
- A sound knowledge of biodiversity policy, preferably at EU level;
- Significant relevant work experience and proven capacity to deliver work;
- Specific experience of policy related work;
- Demonstrable good communication skills and report writing;
- Demonstrable ability to plan and manage tasks efficiently, to work under pressure and to meet tight deadlines.

##### *Desirable:*

- Understanding and knowledge of EU affairs, covering strategies, policies and institutions, and policy-making processes;
- Knowledge of the principles and methods of environmental economics;
- Proficiency (written and spoken) in a European language other than English – knowledge of French would be especially advantageous.

#### **Salary and Conditions**

This is a permanent post subject to satisfactory completion of a six-month probationary period.

The Gross Annual Salary will be in the range of €30,000 to €39,000 depending on skills and experience. Salaries are reviewed annually.

### **How to apply**

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

1. Fill in the [application form](#).
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 has been written by you 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 Annie Glynn, preferably by email to [recruitment@ieep.eu](mailto:recruitment@ieep.eu) clearly marking the title of the email or envelope: 'Brussels Biodiversity Policy Analyst application'.

**All applications must reach us by 5pm GMT, Monday 5<sup>th</sup> March.** We expect to hold interviews on the 13<sup>th</sup> and 14<sup>th</sup> March in our Brussels office. UK applicants may be interviewed in London on other dates. IEEP will reimburse reasonable agreed travel costs.

Due to anticipated interest in the post, we are unfortunately not able to reply to unsuccessful applicants. However, we shall acknowledge receipt of emailed applications. If you wish to receive confirmation that we have received a postal application then please enclose a stamped, self-addressed envelope. If you have not had a response to your application within two-weeks of the closing date you should assume you have been unsuccessful in your application.

IEEP strives to be an equal opportunities employer and undertakes that there shall be no discrimination in employment policies or salaries on grounds of race, ethnic origin, gender, disability, religious or similar belief, sexual orientation, age, gender reassignment or marital and civil partnership status.