



## **Senior Project Manager – Expert in Buildings’ Energy Performance**

### **Job description**

The Buildings Performance Institute Europe (BPIE) is a not-for-profit think-tank with a focus on independent analysis and knowledge dissemination, supporting evidence-based policy making in the field of energy performance in buildings throughout Europe and beyond, [www.bpie.eu](http://www.bpie.eu).

BPIE has a multifaceted approach to achieving efficiency improvements in buildings, and promotes policy support to further improve regulatory measures, financial incentives and market conditions that lead to the construction and retrofit of buildings with a high energy performance. BPIE provides open-source research, analysis, knowledge-sharing and advisory activities to the European Institutions, policymakers in EU Member States and neighbouring countries, the scientific community as well as private sector stakeholders and civil society. In addition to its pan-European activities, BPIE is running programmes in selected member states.

The BPIE team is a multi-national and dynamic group of dedicated individuals, sharing a results-oriented and analytical work culture in a trustful and open-minded atmosphere. BPIE is extending its team and offers the opportunity to contribute to the further expansion and development of our work in an exciting environment in Brussels/Berlin.

The successful candidate will be a team player with a passion to address climate change and a keen interest to improve and innovate policy making in the field of energy and buildings.

BPIE’s project portfolio includes a broad variety of projects, ranging from multi-year projects in large European consortia to short term assignments with a high political relevance. Senior Project Managers work on multiple projects at the time, provide guidance to junior staff, secure the quality of our projects, create synergies across projects and identify new research topics.

**Reporting to the Head of Research (HoR), the position holder has the following roles and responsibilities:**

#### **RESPONSIBILITIES:**

- Lead and manage projects in relation to energy performance in buildings from conceptualisation to completion, including quality assurance and control
- Coach and supervise project team members
- Lead project teams in varying compositions
- Lead or support research in relation to one or more of the following domains:
  - Decarbonisation of heating and cooling

- Positive energy buildings/positive energy neighbourhoods and district approach
- Integrated planning for the long-term decarbonisation of the built environment
- Strategies, policy instruments and financing programmes to increase deep renovation and achieve the transformation the EU building stock into a highly efficient and decarbonised built environment
- Whole life carbon in buildings
- Societal needs and impacts for the transformation of the built environment.
- Financing for buildings: socially responsible investment (SRI), climate transition risk and asset management, ESG (environmental, social and governance) metrics and asset management, portfolio performance evaluation
- Draft briefings and reports, present and discuss complex issues with different audiences (policy makers, advocacy organisations, industry, researchers etc.)
- Contribute to the strategic development of BPIE
- Lead or contribute to the preparation of proposals to a variety of donors and clients, including partners recruitment and budget planning.
- Represent BPIE at selected meetings, workshops and conferences across Europe.
- Engage and build good relationships with relevant stakeholders such as policy makers and experts from the European Institutions, research institutes and industry.
- Support fundraising activities and proposal preparation.

## **WORKING RELATIONSHIPS AND ROLES**

- Internal: work closely with Head of Research and Senior leads team for the implementation and delivery of projects; supervise projects, liaise with project managers to keep track of projects' main deliverables and possible use in policy debate.
- External: Engage regularly with project partners and research organisations, proactively contribute to discussions and groupings of stakeholders

## **REQUIRED QUALIFICATIONS**

- Master's degree in relevant discipline, such as architecture, engineering, economics, political or environmental sciences or equivalent with a focus on energy performance of buildings/sustainability in buildings.
- A minimum of 5 years relevant professional experience, of which 3 years as project manager with projects related to building performance.
- Highly proficient in spoken and written English, other European languages will be an asset
- Technical background on implementation aspects of the EPBD, EED and RED such as energy performance calculation methodologies cost optimal calculations, EPC's or renovation strategies.
- Familiarity with EU and member states energy and climate policies, combined with a good understanding of the role of buildings in achieving the EU energy transition and the Paris climate commitments.
- Proven experience in drafting reports and papers, presenting and debating technical or political topics related to the energy performance of buildings.

## **DESIRABLE SKILLS**

- Experience in technical building related aspects such as low carbon heating technologies, BIM, performance monitoring, whole life carbon assessment, designed vs real energy consumption, etc.
- Experience in policy analysis in the areas of energy efficiency, renewable energy in buildings, smart buildings and the wider energy system is an asset
- Experience in sustainable city policy
- Experience in liaising with stakeholders from private sector, national governments and EU institutions.
- Creative and innovative approaches to research and communicating outcomes.
- In-depth knowledge of building energy regulation in at least one EU member state.
- Good knowledge of at least one other European language.
- Strong communication skills.

## **PERSONAL INTERESTS & SKILLS**

- Ability to work with tight deadlines and manage contributions to several projects simultaneously.
- Willingness to work in a small, multicultural team and to be a pro-active and constructive team player.
- Excellent writing and oral communication skills.
- Ability and willingness to travel, primarily in Europe.

## **CONDITIONS**

The candidate will work from the BPIE office in Brussels and must have the right to work in Belgium. BPIE offers a permanent full-time contract under the Belgian employment law. Attractive package includes benefits, aligned with experience and skills. Expected starting date ASAP (no later than 1 March 2021)

## **YOUR APPLICATION**

Please send your CV and a cover letter explaining your experience and motivation in English to Anne-Sophie Nollet, [annesophie.nollet@bpie.eu](mailto:annesophie.nollet@bpie.eu) before January 17, 2021. Early applications are encouraged.

**Please make sure to include the job title “Senior Project Manager” and your name in the subject line of the email.**

Please note only shortlisted candidates will be contacted and invited for interviews.

All applications will be treated confidentially. We will store your information unless you specifically request otherwise.

**While we will take all received applications into consideration, we regret that we are able only to communicate with those candidates selected for interview. If you have not heard from us within 2 weeks of the closing date, we will not be shortlisting you on this occasion.**

**Please, no telephone calls.**