



Job Vacancy

Senior Policy Analyst – Biodiversity and Ecosystem Services

You are concerned about biodiversity loss and you are keen to contribute to making the EU policies work for biodiversity, including a focus on biodiversity's importance for people and the economy, then don't look any further, this job might be yours!

Location: Brussels office

Contract: The contract will be on a permanent basis (under Belgian law, a 'contrat à durée indéterminée')

Salary scale: € 35,000 – 42,000

Application deadline: 26 september, 2021

About IEEP

The Institute for European Environmental Policy (IEEP) is a leading sustainability think tank. Over the past forty years IEEP has been a key player in European environmental policy development in a range of areas, including agriculture, biodiversity, low-carbon circular economy and natural resources, global challenges and trade, SDGs as well as governance. Our multidisciplinary and culturally diverse team undertakes research and consultancy work on the development, implementation and evaluation of environmental and related policies, particularly in Europe. We deliver research for a wide range of actors including the EU institutions, national and regional authorities in different European countries, the European Parliament, NGOs, the private sector as well as international bodies. IEEP is a founding member of Think Sustainable Europe (TSE), the first pan-European network of sustainability think tanks, TSE is dedicated to providing policymakers across the continent with sound, science-based analysis and recommendations as well as raising awareness of environmental challenges throughout Europe.

IEEP has an excellent reputation as a leading authority on EU biodiversity policy. Our biodiversity and ecosystem services work mainly supports the EU's objectives on biodiversity as set out in the 2030 Biodiversity strategy. We provide informed analysis and innovative thinking to stimulate debates, building on our in-depth understanding of this policy area.

IEEP is an independent, not for profit, institute with an educational mandate. It has offices in HQs in Brussels and an office in London. For more information, please see our website: www.ieep.eu.

The role and required competencies

IEEP has a vacancy for an experienced policy analyst in the biodiversity team. We are looking for a candidate who likes to take initiative and feels comfortable working in a small and dynamic team. The successful candidate will have expertise on the EU nature directives and the EU biodiversity policy framework. Expertise in the following areas and/or a background in environmental economics is also a priority for the team:

- Costs and benefits of ecosystem restoration
- Ecosystem services approaches and socio-economic benefits of biodiversity action

IEEP offers a permanent contract under Belgian law. The role is based in our Brussels office. The successful candidate will contribute substantially to IEEP's work on biodiversity and ecosystems, leading projects and the staff involved, working together with the area lead to deliver IEEP's strategic objectives. The post holder will be responsible in particular for project management and management of some junior staff. They will work on the analysis and development of EU policy primarily, but also at international and national level as necessary. The successful candidate will work on a portfolio of activities related to IEEP's priorities on Biodiversity and Ecosystems as priorities in their own right, and how they interact and relate to other environment and climate objectives and economic sectors.

The successful candidate will join a cohesive, impact-oriented and supportive team that is committed to the professional development of all of its staff, and where the opportunities for learning and for making a difference are great. Candidates should be able to work in an intellectually challenging and fast-paced environment and meet firm deadlines. The post might require some travel, typically within Europe, but also outside on occasion.

The working language is English but speaking another EU language would be an asset.

Key responsibilities

The post carries the following responsibilities:

Management duties

- Management of projects including the work of external partners and IEEP staff;
- Delivery, coordination, facilitation, and participation in expert workshops, seminars, and other dissemination events;
- Maintaining and enhancing relationships with key institutions and partners, including the European Commission, Parliament, Council, Permanent Representations of Member States, national governments, NGOs and further developing IEEP's broader policy networks;
- Potential line management of junior staff and interns as appropriate;
- Participate in team meetings and meetings with other staff as appropriate;
- Contribute actively to the implementation of institute-wide decisions and strategy within area teams (systems and procedures linked with projects; quality control systems).

Research work

- Contributing to the development of policy options to feed into the EU policy debate including through research and drafting of policy reports, briefings, responses to public consultations and blogs;
- Maintaining detailed knowledge of the biodiversity and ecosystem related policies at a European level, and an overview of how these are implemented in Member States.

How to apply

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

1. Send us your motivation letter, together with your CV, explaining your interest in the job and showing clearly how you meet the job and candidate specifications.

2. In your letter, please indicate your current or most recent salary and benefits, length of notice period to your current employer, and whether you need a work permit to work in the location specified for the vacancy.
3. Please also give the names, addresses, and telephone numbers of two referees for professional reference. Note that these referees will only be contacted after prior notification from you.
4. Send your completed application to recruitment@ieep.eu, clearly marking the title of the email: **Senior policy analyst – Biodiversity and ecosystem services**

All applications must reach us by **5PM CET on 26 September 2021**. The anticipated start date would be **as soon as possible**.

Due to anticipated interest in the post, we are unfortunately not able to reply to unsuccessful applicants. 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.

IEEP PRIVACY POLICY

This statement explains how IEEP handles and uses personal data we collect about our applicants. Where in this statement we refer to 'we' or 'our' or 'us' we are referring to IEEP and where we refer to 'you' or 'your' we are referring to job applicants.

What information do we collect about you?

We collect information about you when you apply for a role with us. This data includes everything that is in your application form, as well as any other data that you provide us with at the application stage.

How will we use the information about you?

We collect your information for the purpose of the recruitment process for which you have applied for. If we feel that your profile fits an alternative role within IEEP, we may pass your information to other colleagues within our organisation.

We will not disclose your information to any company outside of the IEEP Organisation, unless required to do so by law.

We will not use your data for marketing purposes.

How long will we keep your information for?

If you are successful in your application, we will provide you with a new privacy policy upon offer of employment, which will supersede this policy.

If you are unsuccessful, we will keep your information on file for 6 months after the application deadline date, after which it will be deleted.

Access to your information and correction:

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please write to us at the following address. We may make a small charge for this service.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

How to contact us:

If you have any questions about this policy, or would like further information, please contact us at:

BELGIUM:

Rue Joseph II 36-38,
Bruxelles 1000,
Belgium
+ 32 (0)2 738 7482

UK:

25EP, 25 Eccleston Place
Belgravia SW1W 9NF
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