

 <p>Forestry Innovation Investment China Government of British Columbia, Canada</p>	JOB DESCRIPTION
	POSITION: Policy Advisor
	REPORTS TO: Senior Director, Government Relations
	INCUMBENT: VACANT

BACKGROUND SCOPE

Representing the Canadian forest industry in China, Canada Wood China in cooperation with FII China (also known collectively as the China Enterprise (“CE”)) has been instrumental in the successful first phase of a strategy to introduce wood frame construction to the Chinese market and significantly increase the volume of Canadian lumber consumption in China. The China Enterprise is entering the next phase of the China strategy to build on opportunities that advance Canadian wood use in China’s construction sector to increase the export of high value wood products to China.

One of these opportunities relates to recent changes to government policy in China designed to address China’s concern over climate change. Increased concerns regarding greenhouse gas emissions, energy consumption, life-cycle assessment (LCA) and the need to advance green and energy efficient building practices has opened up opportunities to increase the knowledge and awareness of carbon sequestration and the promotion of the use of wood from sustainably managed forests. The use of BC wood in construction is well-positioned to assist China in reaching its targets to reduce its carbon footprint.

CE traditionally focused on building relations with MOHURD and its local branches and promoting wood frame from the perspective of building solutions. By hiring this position, we aim to complement our work with MOHURD through designing messages from the perspective of building materials (such as LCA) and communicating the environmental benefits of using wood in construction to other government stakeholders.

Working closely with the Government Relations, Code & Standards and Business Development teams at the China Enterprise, the Policy Advisor will provide the technical expertise in raising awareness and increasing knowledge of the benefits of wood construction as it relates to China opportunities.

PURPOSE OF POSITION:

As part of the Government Relations team, the Policy Advisor plays an important role in providing advice and ideas to validate wood construction opportunities that support climate change policies and investment decisions in China. The Advisor will also coordinate all our policy work by leading information sharing, educational sessions, and policy discussions to articulate the benefits of using wood in a low carbon construction sector and generate insightful advice for strategy development and external communications.

KEY RESPONSIBILITIES:

The Policy Advisor reports to the Senior Director, Government Relations, and works closely with the teams of Code & Standards and Business Development of the China Enterprise, translating data into insights that drive practical solutions to assist in tracking how wood construction resources can be used and measured in supporting climate change policies. The incumbent will deliver a range of professional energy carbon management and sustainability services, including carbon footprints, life-cycle analyses and technical expertise as it relates to wood construction in China.

The Advisor will research and collect data to create models, charts, statistical graphs, presentations and reports and analyze the information and put it in the policy context of wood construction practices and opportunities, such as policies related to building energy efficiency, green building, prefabrication, etc. The Advisor will communicate their findings and share their expertise with non-scientific audiences as required.

STRATEGIC PLANNING, RESEARCH COORDINATION AND ANALYSIS:

- Research and review climate-related studies and complex data from government agencies, research laboratories, and other organizations in order to provide analytical support for climate change initiatives;
- Review and stay up to date on policies and legislation in China and Canada related to climate change initiatives, providing analytical support for policies, practices or procedures for wood in construction;
- Conduct and coordinate carbon and climate related research that is associated with the performance of building materials such as wood and others. Analyze and distill research findings to inform colleagues, legislators, regulatory agencies, think-tank institutions, architects, designers, and other stakeholders;
- Provide advice and input to inform the strategy and program development in removing barriers to the growth of wood in construction in China from the perspective of the merits of wood performance and comparison with other non-wood materials' environmental performance;
- Write reports that best communicate findings of climate-related data to support wood in construction through a variety of models, statistical graphs, presentations, charts and written communication materials;
- Provide strategic advice and technical support in communicating messaging to the targeted stakeholders that assists in achieving corporate goals and objectives.

COMMUNICATIONS AND BUSINESS DEVELOPMENT SUPPORT:

- Develop, or contribute to the development of, educational or outreach programs on the benefits of wood construction on the environment or climate change initiatives;
- Present information at a variety of meetings as required;
- Provide advice and technical expertise to the teams of government relations, code & standards, business development and communication in the development of promotional materials, website content, print resources, etc.;
- Provide a calculation of carbon and environmental impacts for potential wood construction projects.

STRATEGIC POLICY AND ENVIRONMENTAL RESEARCH:

- Identify and manage research projects to compile business intelligence reports, track and analyze data intelligence for timely publication, and prepare analysis and report summaries in a clear, concise and easy to understand format;
- Ensure systems are in place to provide appropriate information on statistical analysis, planning and implementation as it relates to FII's mandate and the B.C. forest industry;
- Work closely with GR and BD colleagues to develop and deliver technical content of promotional programming that supports business development objectives and targets and advocates the benefits of wood usage;
- Supports the management team by recommending appropriate market research topics and provide necessary input into research projects;
- Other duties as required.

EDUCATION AND EXPERIENCE:

- A Master's degree or PhD in an environmental or science field or a relevant subject area (e.g. Environmental Sciences, Sustainability or similar);
- A minimum of 5 to 7 years' experience in research and/or environmental policy related position;

- Experience working in energy/carbon management and research as it relates to carbon sequestration analysis and life-cycle assessment;
- Experience in research, analysis and presentation;
- Previous experience in developing and delivering statistical analyses that supports climate change policies and investment decisions would be an asset.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

- In-depth knowledge of energy/carbon management with a proven track record and reputation of delivering carbon/sustainability information to clients;
- Strategic thinking and ability to develop business relationship with colleagues as well as key stakeholders in the government or construction sectors;
- Excellent interpersonal and communication skills, displaying diplomacy, leadership and professionalism;
- Excellent computer skills in appropriate software applications;
- Understanding of wood construction principles would be an asset;
- Strong project management knowledge, planning, coordinating and organizational skills;
- Ability to be a self-starter, displaying initiative and strong work ethics;
- Ability to work as a team player and on your own as required;
- Excellent language skills in English and Mandarin both written and oral.
- Proven analytical and problem-solving skills.

CORE COMPETENCIES:

Business Acumen	➤ Understands the business implications of decisions and the ability to strive to improve organizational performance. Requires an awareness of business issues, processes and outcomes as they impact the client decision-making and the organization's business needs
Effective Communications	➤ Communicates well while possessing active-listening skills, being able to facilitate interactive discussion and maintain positive interpersonal relations
Engaging External Partners	➤ Determines what overall direction the organization should take informing external clients/stakeholders
Impact and Influence	➤ Ability to influence, persuade or convince others to adopt a specific course of action. Involves the use of persuasive techniques, presentations or negotiation skills to achieve desired results
Initiative	➤ Identifying a problem, obstacle or opportunity and taking timely and appropriate action
Leadership	➤ Ability to motivate team members, to set achievable objectives, to maintain a positive outlook, to take responsibility, be accountable and to provide constructive feedback as required in a change environment
Personal Conduct	➤ Conducts self and work with uncompromising integrity and loyalty appropriate to the position
Planning, Organizing, Coordinating	➤ Proactively plans at a high level, establishes priorities and allocates resources appropriately, monitors and adjusts work to accomplish goals
Problem Solving and Decision-Making	➤ Ability to analyze and define a problem, evaluate alternatives, find a solution, understand how and when to make a choice
Results Focus	➤ Knows what outcomes are required and focuses self and those being managed on delivering the results
Teamwork Skills	➤ Works well as a member of a multicultural, inter-disciplinary team as well as being able to develop a high performance business unit team
Time Management	➤ Ability to manage competing priorities effectively, to be resourceful and to use time as a resource to make up or extend