

Job Description - UK NZCBS Technical Writer

Final - 25/9/23

Whilst significant progress has been made in defining what 'net zero' means for buildings in the UK, a process of market analysis showed a clear demand for a single, agreed methodology. The UK Net Zero Carbon Buildings Standard ("the Standard") initiative's mission is to enable industry to robustly prove how their built assets achieve net zero carbon in line with our nation's climate targets.

The Standard is being written for those who want to either fund, procure, design, or specify a Net Zero Carbon building and anyone wanting to demonstrate that their building is Net Zero Carbon in accordance with an industry-agreed Standard. It will set out metrics by which net zero carbon performance is evaluated, and provide performance targets and limits.

Over the past year, a diverse team of over 400 volunteers from across the construction industry has been hard at work. They've made critical decisions on the essential components to be included in the standard, analysed data from real-world projects to understand the current potential for low carbon construction, and harmonised this with the allocated UK-wide carbon budget to establish precise carbon thresholds.

Now we are recruiting for a **Technical Writer** to join the team, to convert the decisions made so far by the Technical Steering Group (TSG) and Task Groups (TG1 to TG3) into language and style consistent with a Standard. We're seeking a motivated individual with a proven track record in standard writing, preferably with a background in the built environment sector, and a grasp of issues pertaining to net zero carbon.

Role Description

The role of the Technical Writer (TW) is to take the information and principles presented to them by the Standard Writing Working Group (SWG), which is part of the Technical Steering Group (TSG), and use it to write a formalised Standard that is aligned with the principles followed by British, European and International Standard-writing, such as those followed when writing for the British Standards Institute.

The TW would be required to identify any ambiguity, inconsistencies, or required clarifications within the information provided to them, and would be expected to address these with the SWG rather than deciding on a course of action themselves. Knowledge of the built environment and sustainability would be welcomed.

The Standard will be supported by guidance documentation that will outline both how to use the Standard, and how the decisions were made that led to its creation. The TW would not be required to contribute towards this guidance, and would be asked to focus on the Standard itself.

An interim deliverable will be required by the end of December 2023, and the current ambition is to publish the Standard publicly in early 2024.

The TW will be required to liaise with the SWG, and their work will be subject to review by both the TSG and Governance Board (GB) of the Standard.

Key responsibilities

1. Develop a plan to produce the content for the Standard within the agreed timeline.
2. Distil information provided by the SWG, ensuring accuracy and completeness, and identifying areas of conflict, inconsistency or ambiguity. Work with the SWG to resolve these areas.
3. Create a coherent structure for the Standard that maximises its usability, to help industry uptake. The Standard structure should allow for flexibility, such that contents can be updated in future revisions in response to industry progress.
4. Write the content of the Standard once the structure and information is agreed (2 and 3 above), aligned with the principles followed by British Standard-writing undertaken for the BSI
5. Liaise with the SWG to report on progress and highlight key decisions that will need to be made, and appropriate timeframes.
6. Present progress to the Technical Steering Group and Governance Board at key milestones, to be agreed in advance with the SWG.
7. Comply with data protection regulations and internal data handling policies, safeguarding the confidentiality of the work being undertaken.

Location

Remote

Line management

The Technical Writer will be managed by a designated member of the SWG.

Duration of role & remuneration

This role is intended to start in late October 2023, up to the end of March 2024 (subject to availability). We expect that the role would be carried out part time, 1-4 days per week, likely to be peaking in Dec-Feb.

Salary will be discussed as part of the application process. The UK NZCBS would reimburse your employer for your time spent on the project at your salary rate, or lower depending on your organisation's ability to "donate" your time towards this initiative. Please state in your application whether your organisation would need to be reimbursed for your 100% of your salary, part of your salary or whether your time could be donated in kind.

Contractual arrangement

Our intention is for the successful candidate to be seconded from their current employer, with no change to contractual arrangements. The candidate will not sign a contract with the NZC Buildings Standard.

Applicant Requirements

Key skills

- Writing proficiency: Ability to convey complex technical information in a clear and concise manner aligned with the typical style and requirements of Standards such as British Standards.
- Information synthesis: Able to review and understand multiple sources of information that have been provided, distilling the essential points into a coherent narrative.
- Attention to detail: A meticulous approach to reviewing and processing the provided information. Able to identify, and determine solutions to, instances of conflict, ambiguity, or inconsistency.
- Communication: Able to regularly liaise with the SWG, effectively summarise discussion topics to facilitate decisions, and explain key decisions made during the writing process.
- Organisation skills: Works independently, adheres to deadlines, and manages time efficiently. An ability to prioritise, and adapt to evolving programmes to secure outputs.
- Confidentiality: A strong sense of responsibility in handling sensitive information. We expect candidates to comply with GDPR regulations during their work.

Required Experience:

- Proven experience writing and delivering technical guidance or standards, and presenting complex information in a clear and understandable manner.
- Demonstrated ability to extract key information from diverse sources of information.
- Familiarity with handling confidential and sensitive information, maintaining strict data security and privacy protocols.
- A general understanding of the subject matter (i.e. the built environment and issues relating to net zero) to ensure contextual comprehension of the work.

Desirable Experience:

- Experience in writing Standards that are aligned with the principles followed by British, European and International Standards, and specific to the UK built environment on aspects related to sustainability, carbon, and energy use.

How to apply

Send a CV and brief expression of interest to applicants@nzcbuildings.co.uk with the email subject '**NZCBS Technical Writer**'. Within your expression of interest please provide the following information.

1. An overview of your previous roles in the built environment outlining relevant experience.
2. What interests you about being involved in the UK NZC Buildings Standard, and this role.
3. Highlight your availability to start and availability of days per week.
4. Please state whether your organisation would need to be reimbursed for 100% of your salary; part of your salary; or whether your time could be donated; or, let us know if this discussion has not been had with your employer.

The deadline for applications is the end of Friday 20th October, but we will be reviewing and engaging with suitable candidates before this date, so we highly recommend applying early.

Any questions, please email applicants@nzcbuildings.co.uk