



JOB SPECIFICATION

Job Title (and Post/Dept): Senior Regional Advisor - Energy, Climate and Growth, Mumbai

Location: British Deputy High Commission, Mumbai

Grade: C4

No. of Positions: 1

Start Date: Late April 2015, subject to agreement.

Length of contract: Permanent

Main purpose of job:

The post-holder will be the British Government's lead on energy and climate in Western India. The main aims will be to promote low-carbon growth, support improved energy access and energy security, encourage action to prevent dangerous climate change, and maximise mutual prosperity for India and the UK.

This is a fantastic opportunity to join a high-performing, dynamic team at the heart of the British Government's operations in Mumbai. The post-holder will play a pivotal role in leading priority work on energy and climate at a hugely exciting time. Prime Minister Modi has made sustainable economic growth his highest priority, and this is dependent on secure, reliable and sustainable supplies of energy. The new Indian Government has hugely ambitious targets to provide Electricity to All by 2022, and to massively scale up the deployment of renewable energy (particularly wind and solar). Energy is also one of the four highest priority strands of the UK's overall bilateral relationship with India. The post-holder would play a key role in helping to deliver against all of these challenging objectives.

Roles and responsibilities / what will the jobholder be expected to achieve:

- Develop partnerships on energy and climate change in Western India with key stakeholders (state and local Governments, academia, NGOs, think-tanks, political community, businesses, financial community), and use these to deliver against ECGU and wider British Deputy High Commission objectives
- Encourage the development of policies and practices in the region that promote low-carbon growth (including renewable energy and energy efficiency), support action on climate change, increase energy access, and improve India's resilience to the impacts of climate change.
- Work autonomously and in coordination with the rest of the British Deputy High Commission, Mumbai, and other parts of the UK Government network (including UK Trade and Investment, the Energy, Climate and Growth Unit in Delhi, DFID, Research Councils UK and the Science and Innovation Network) to develop UK influence with key Indian policy makers and maximise commercial benefits for the UK.
- Develop and implement key projects in Western India (for example under the UK Foreign and Commonwealth Office's Prosperity Fund), that deliver against energy and climate change objectives
- Support visits of UK Ministers and other senior VIPs to Western India – developing programmes, preparing briefing and handling logistics – to raise the profile of ECGU's work and increase its impact.
- Represent the Energy, Climate and Growth Unit in appropriate forums in the region to showcase and share the UK's expertise in the areas of climate change, energy and low carbon development.

- Conduct intelligence gathering and informed reporting on developments in energy and climate change policy and practices in Western India.

What we do:

The Energy, Climate and Growth Unit (ECGU) is a core part of the British Government network in India. It works to deliver shared prosperity for India and the UK – by promoting low-carbon economic growth, supporting action on climate change, improving energy security and energy access in India, and improving India’s resilience to the impacts of climate change.

ECGU works closely with other parts of the UK Government network in India, including in particular UK Trade and Investment, DFID, Research Councils UK and the Science and Innovation Network. It also liaises closely with three central Government Departments in the UK – the Foreign and Commonwealth Office, DFID and the Department of Energy and Climate Change – to deliver against broader UK government objectives.

ECGU has team members in the British High Commission in Delhi, as well as individual ECGU colleagues in Deputy High Commissions in Mumbai, Kolkata, Chennai, Hyderabad and Bangalore.

What do we want from you?

- Proactivity: to be a self-starter who takes the initiative, leads their own work and gets things done. The post-holder will need to be able to set their own stretching goals, and manage their own time and resources effectively.
- Creativity: energy and climate goals are complex and challenging, particularly in India. The post-holder will have a positive, can-do approach, find innovative solutions and take calculated risks to deliver.
- Team working: to develop strong partnerships and work closely with a wide range of colleagues in different teams across the Deputy High Commission and wider UK network, as well as externally.
- Flexibility: to adapt and respond positively to changing priorities, and seize new opportunities to deliver impact.

Resources managed (staff and expenditure):

No direct line management responsibilities.

The post-holder may be responsible for expenditure under UK funded projects (for example, through the Foreign and Commonwealth Office’s Prosperity Fund).

The post-holder will be responsible for accurately, promptly and fairly accounting for any expenditure or expenses they incur during the course of their work (for example, during business travel).

Key competencies required for the job:

Competency 1: Leading and Communicating

Competency 2: Seeing the Big Picture and making effective decisions

Competency 3: Collaborating and Partnering

Competency 4: Delivering results at pace

Language requirements:

Language: English, Hindi

Level of language required: Fluent.

Other skills / experience / qualifications:

EDUCATION:

- Postgraduate degree or equivalent in relevant subject(s).

OTHER:

- At least three years' experience of working on energy and climate change.
- Experience of working with senior level contacts in Government and the private sector.
- Experience of project and programme management.

Learning and development opportunities (and any specific training courses to be completed):

The Foreign and Commonwealth Office attaches great importance to the ongoing personal development of its staff. This job will provide excellent opportunities for learning and development – whether through formalised training courses, job-specific conferences and seminars, job shadowing, online learning, teach-ins with experts or other events. A review of learning and development will form a key part of ongoing performance appraisals.

Working patterns:

We are open to applications from people who want to work flexibly.

Any other information (or specific local Post requirements):

Security Clearance Level required: standard clearance process for Locally Engaged staff will be applied.

The post-holder will be line managed by Simon Petrie, First Secretary, Low-Carbon Growth, who sits in the British High Commission in Delhi.

The Counter-Signing Officer for the post-holder will be Colin Wells, Deputy Head of Mission at the British Deputy High Commission in Mumbai.

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Starting Salary:

For BHC candidates, the Locally Engaged BHC Terms and Conditions will apply.

For other than BHC candidates, salary will be **Rs. 69,918 per month** together with a 12% provident fund and 6% Superannuation Fund.

Additionally the BHC offers a great benefits package that includes annual domiciliary medical cover, plus a Group Hospitalisation Scheme with Rs. 500,000 floater cover for your immediate family.

The BHC is recognised as a good employer, with a robust, fair and transparent performance management and appraisal system linked to increments and staff bonuses. We have a 5-day working week, plus annual leave, public holidays, maternity leave provision, special leave, paid sick leave provision; ample development opportunities, travel opportunities, a good organisational culture, and excellent work/life balance.

Around half of our work force are women. We treat people with respect and equality and have a policy of zero tolerance for any form of discrimination, bullying, or harassment.

This is a good opportunity to be part of a strong, diverse team, working in the biggest network that FCO has anywhere across the globe. We are aiming to make it the best.

To apply:

Please note applications without **(a), (b) and (c)** will not be considered:

- (a) Complete the Job Application Form
- (b) Attach Statement of Suitability (no more than 1 page of A4) setting out why you are the suitable person for this role. Your statement should include clear examples of how you meet the key competences.
- (c) Attach a detailed CV.

We will accept only online applications. Please quote "**Senior Regional Advisor - Energy, Climate and Growth, Mumbai**" in the subject line and send to SAADHub.RecrutMumbaitwo@fco.gov.uk by **midnight on 27 March 2015**.

- Applicants who do not have the required qualification & experience should kindly abstain from applying, as their applications will not be considered.
- **Only shortlisted candidates will be contacted and no telephone or email enquires will be dealt with.**
- The appointment will be subject to Police Verification and other checks including references, educational and professional.

We welcome all applications irrespective of age, race, colour, gender, disability, sexual orientation, religion, belief or creed. We are also open to applications from people who want to work flexibly.

Please note: Job offers from the UK Government:

- The UK Government, including UK Trade and Investment, does not send unsolicited emails with job offers - either direct or through agents. Government vacancies are advertised on official websites in the UK: www.careers-civilservice.gov.uk or in India on the British High Commission's website.
- All British High Commission vacancies are filled through a competitive process managed by our Human Resources Section. You will never be approached directly by the High Commissioner with an offer of a job.
- Some job scams falsely use the names and job titles of genuine High Commission staff. A genuine email from an official member of staff will always be sent from our official email address - @fco.gov.uk. It will never be sent from a hotmail or yahoo type email account.

HR - BHC New Delhi

Date: 11 March 2015

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