



POSITION PROFILE:

November 2007

Job Title

Technical Manager

Position Purpose and Profile

The Green Building Council of South Africa (GBCSA) is looking for a Technical Manager to oversee the process of putting in place and managing a green building rating system. Green building (energy-efficient, resource-efficient and environmentally responsible building) is a rapidly growing global trend and GBC's worldwide are at the forefront of promoting this. The GBCSA is a recently established non-profit organisation backed by SAPOA and some of the biggest names in the property industry. A high level Board, dynamic management team and close ties with the World GBC and the GBC of Australia are enabling us to fast track the process.

The main functions of the GBCSA will be to:

1. Promote and raise awareness of green building,
2. Make knowledge and resources available to assist those that want to implement green building,
3. Provide green building education, and
4. Establish a green building rating system for South Africa

The GBCSA will be a membership-based organization which will derive its revenue from membership fees, sponsorships, events, training courses, and green building assessments.

Initially the GBCSA will consist of a small core team of:

- CEO – to oversee GBCSA operations,
- PA – to assist all senior management,
- Technical Manager – to develop and manage the Rating Tool, Knowledge Hub and related activities,
- Membership, Marketing & Events Manager – to manage the communication with the public, membership base and other stakeholders and coordinate events, and
- Administration Manager – to manage membership administration, queries and basic bookkeeping function.

It is anticipated that this team will grow fairly quickly as the GBCSA gathers momentum. However, a great deal of council work will be carried out by volunteer committees/ working groups or paid consultants, where necessary. There GBCSA team will need to manage and coordinate these committees/working groups and consultants.

The Technical Manager is a high level position, requiring a dynamic, skilled individual to work with staff, sub-committees and advisors to get a green building rating system up and running. The rating system is a key component of the GBC's work and will have a significant impact on the SA property industry when it is launched.

This is an opportunity to take up a high profile position in a dynamic organisation at the forefront of global property trends and at the forefront of the battle against climate change.

Reports to

CEO

Principal Duties and Responsibilities

Rating Tool

- Overseeing the development, implementation and ongoing operation of the GBCSA green building rating tools together with the Technical Committee
- Managing GBCSA Technical Working Groups
- Managing and supporting the research work of Technical Working Groups that monitor existing rating tools and develop new tools
- Researching, documenting and communicating credit criteria and compliance requirements
- Overseeing and managing the rating tool PILOT process, including PILOT project assessments, responding to stakeholder feedback, and incorporating changes into final tool revisions
- Ensuring the final tools are accurate and robust
- Overseeing the answering of technical queries related to the rating tools
- Managing all staff to support the tool development process
- Coordinating specific building assessments and the awarding of ratings
- Management of the Appeals process

Education

- Developing material that educates the public, members and all stakeholders on the rating tool, the certification process and GBCSA activities in this regard
- Managing and contributing to the writing, editing and/or coordinating the production of technical manuals
- Teaching the rating tool Accredited Professional courses and other rating tool-related courses
- Planning and running other advanced technical courses in conjunction with existing educational institutions
- Managing the selection and training of tool Assessors
- Assisting with the compilation of content and presenters for the annual GBCSA conference

Marketing, Promotion & Liaison

- Relationship management with tool sponsors
- Representing the GBCSA at public forums on the rating tool and other GBCSA activities
- Contributing to GBCSA communication initiatives (website content, fact sheets, case studies, newsletters etc)

Other

- Preparation of updates, papers or timelines for the GBCSA Board, Management Team or for publication
- Contributing to GBCSA's management team activities from general office duties to management team meetings

Performance Indicators

- Successful and timely customization and launch of the GBCSA rating tool
- Number of specific tools successfully customized and launched
- Number of projects registered for rating tool certification
- Number of adequately selected and trained Accredited Assessors
- Number of trained Accredited Professionals
- Feedback from course attendees and members
- Surveys to assess knowledge and awareness of the tools
- Level of tool sponsorships achieved
- Amount and quality of contribution to GBCSA communication initiatives (website content, fact sheets, case studies, newsletters etc)

Knowledge, Skills and Abilities Required

- A working knowledge of commercial property development and construction
- Technical knowledge of the design and construction process
- Experience in, or good awareness of, energy modeling or energy rating tools or the monitoring of ongoing building performance
- Experience or knowledge of green building rating tools advantageous
- Highly proficient in Microsoft Excel
- Good presentation skills
- Excellent written, communication and interpersonal skills
- Strong organizational skills and attention to detail
- Skills in running task-focused groups such as committees
- Ability to work as a key member of a small team
- Management skills to develop and manage a small team
- Ability to manage deadlines
- Dynamic and adaptable to change

Minimum Job Qualifications Required

- Tertiary qualification in a property-related field – eg architecture/engineering/quantity surveying/project management qualification OR
- Tertiary qualification in environmental science, sustainable development or similar – related to the built environment
- Minimum of 3 years experience in a relevant sector of the property industry or sustainable development

To apply, please send a cover letter and CV to Nicola Douglas at the Green Building Council of South Africa at nicola.douglas@gbcsa.org.za.