



**Job Title:** Head of Economic and Strategic Policy  
**Reports to:** Chief Executive Officer / Operations Director  
**Grade:** 3  
**Salary:** Competitive remuneration package plus benefits etc.  
**Location:** Geneva, Switzerland /Europe with international travel requirements.

## 1.0 Background

FIDIC is the umbrella body representing the business interest of the global consulting engineering industry. Its membership consists of over 100 Member Association (MA) countries with membership representing over 1.1 million professionally qualified engineering and consultancy professionals with annual turnover in excess of 350 billion.

FIDIC was formed in 1913, governed by elected Board of Directors, operationally led by a focused team based at HQ Office, World Trade Centre (WTC) Building 2, Geneva 1205, Switzerland's under the leadership of a newly appointed Chief Executive Officer and Operational Executive team.

FIDIC operates through five Geographical Regions namely; Europe (EFCA), Africa (GAMA), Asia Pacific (ASPAC), Latin America (FEPAC) and North American (USA & Canada) Groups. Full details of the FIDIC governance structure and activities are available on website [www.fidic.org](http://www.fidic.org).

With the growing demands for expansion of its business through its federation and commercial activities globally, FIDIC wishes to strengthen its corporate and operational capabilities by forming a small and effective Economy and Strategy Policy Group, under the leadership of a newly created Head of Economic and Strategic Policy position.

The Economic & Strategic Policy appointment will be a full time and permanent position to oversee the following three core activities:

- 1) **Economic Research** – Conduct regular analysis of market drivers and produce research publications on state of the market (membership, regional, national and sector analysis), benchmarking, best practice to support FIDIC campaign and advocacy strategy.
- 2) **Corporate Policy** – plan, organize production of FIDIC policy statements and publications working with standing committees, which includes but not limited to,

Business Practice (BPC), Capacity Building (CBC), Contract (CC), Integrity Management (IMC), Membership (MC), Risk and Quality (RC), Sustainability Development (SDC), Body of Adjudicators (FBA), Body of Trainers (FBT) and Multi-Lateral Development Banks (MDBC).

- 3) **Thoughts Leadership Programme** – Lead and contribute to the development and execution of conference, seminar, roundtable Programme including publication of high-level publications for the global consultancy and engineering sector.

The candidate for this newly created position will have the opportunity to work with the FIDIC Board and Committee chairperson to shape the structure, directions and deliverable of the Group working closely with the Chief Executive and Operations Director.

## **2.0 Summary of role**

- Direct operational and strategic functions of FIDIC policy and external affairs team and aid the CEO in the development of FIDICs Strategic plans
- Direct development of innovative thought leadership research to support FIDIC in strengthening their role as the international voice of the engineering and consultancy sector
- Create and direct FIDIC knowledge sharing strategies and processes for FIDIC membership organizations
- Direct policy and external affairs input and assistance into FIDIC events and corporate calendar activities
- Lead the development of operational performance review, monitoring and improvement functions within FIDIC
- Provide strategic advice to FIDIC and the CEO on the development of commercial outsourcing activities

## **3.0 Responsibilities:**

- Direct creation of FIDIC thought leadership strategy and Programme to support FIDIC advocacy and lobbying activities.
- Responsible for planning, production and delivery of economic research papers, roundtables, political and key decision-making engagement and information
- Provide policy briefing materials, membership press engagement and coordination, regulatory engagement.
- Input advice into the CEO on FIDICs long term strategic development
- Strategic advice into the delivery of the FIDIC corporate plan
- Lead the maintenance and enhancement of FIDIC's representation of the consulting engineering industry worldwide
- Direct FIDIC Board committee support

- Direct policy and external affairs regional activity development, such as but not limited to EFCA, GAMA, ASPAC, FEPAC
- Work with FIDIC Member Association, through the Directors & Secretaries Council (D&SC) to produce best business practice publications and cascade FIDIC Policy across the Member Association.
- Direct policy and external affairs involvement and input into the FIDIC global annual conference, Contract Users Conference and Awards (old and new ones)
- Strategic advice to the CEO on membership acquisition and retention strategy
- Initiate and direct development of FIDICs data sharing activities to member Associations and their respective firms
- Direct development of position papers that share knowledge of member associations and their firms in new/alternative markets
- Direct policy and external affairs support to the development/acquisition of new members associations in developing markets

#### **4.0 Personal Specification**

- A relevant degree or professional qualification in economics, politics etc.
- At least five years' experience in the consultancy and/or engineering sector in the built and natural environment
- A background in business policy research, formulation and statistical analysis
- Knowledge of the consultancy and engineering business, current and emerging business and political issues and trends and how they interrelate
- Skill in examining and re-engineering operations and procedures, helping formulate policy, and developing and implementing new strategies and procedures
- Strong interpersonal and communication skills (including strong written English) and the ability to work effectively with a wide range of stakeholders
- Excellent analytical skills and the ability to develop, implement, and evaluate opinion surveys and related data collection
- Ability to develop and deliver presentations for CEO, Board members and Committee Chairs etc.
- Excellent IT skills, Microsoft package, social media savvy
- Ability to organize priorities and schedule work assignments
- Strong people and project management skills and abilities to work in a team and manage own workload

#### **5.0 How to Apply**

- Interested candidates should apply to FIDIC Chief executive with two pages cover letter, setting out how their capabilities matches the three core activities set out above plus CV.

- All applications must be addressed to the FIDIC CEO and mailed to FIDIC Office Administrator; Ms. Ulrike Schiefer at [uschiefer@fidic.org](mailto:uschiefer@fidic.org) by Closing date: **Friday 16<sup>th</sup> November 2018**