



"Accelerating the development and adoption of market based Green Building practices in New Zealand"

Technical Co-ordinator

January 2020

Position Title:	Technical Co-ordinator – Residential
Reports To:	Director of Market Transformation
Background:	<p>The New Zealand Green Building Council (NZGBC) is a not-for-profit, industry organisation dedicated to accelerating the development and adoption of market-based green building practices. The Council achieves these aims through:</p> <ul style="list-style-type: none"> • Setting standards of industry best practice, primarily through the adaptation and development of environmental rating systems for the built environment; • Influencing policy through leading and demonstrating best practice, advocacy through industry networks and supporting a research agenda that will influence the market; • Education and training for all areas of the building industry value chain, through professional continuing education, selected green building modules and cross industry collaboration with other industry organisations; and • Providing access to networks, information and the latest global resources for our members to actively lead the New Zealand market. <p>NZGBC offers challenges and opportunities for ambitious, ethically motivated individuals to make a difference, whilst developing their careers.</p>
Hours of Work:	37.5 hours per week to be carried out between 8.30am – 5pm, Monday to Friday with some flexibility. There will be a requirement to accommodate events and stakeholder engagement needs outside these times.
Location:	You are expected to carry out your work duties in Auckland or at other sites through New Zealand as from time to time directed by NZGBC.

Purpose of Position:	<p>To contribute to the successful operation of, and provide technical and certification support to, the NZGBC's residential environmental rating tools including HomeFit and Homestar. The role also requires assistance with NZGBC's commercial rating tools from time-to-time including Green Star and NABERSNZ.</p>
Nature and Scope of the Position:	<p>The NZGBC operates a range of environmental rating tools for commercial and residential buildings. This includes Green Star, which was first introduced by the NZGBC in 2007, NABERSNZ- the operational energy tool which was launched in June 2013, Homestar - the residential environmental rating tool launched in 2011 and the recently launched HomeFit tool for existing homes.</p> <p>The role of Technical Coordinator is to support the successful delivery of these tools, and to contribute technical support to other NZGBC initiatives. This includes:</p> <ul style="list-style-type: none"> - Working with customers and project teams as their projects go through the certification process. - Engaging with industry to promote the benefits of certification and provide certification advice and guidance. - Contributing to the on-going improvement and development of the technical and certification systems, including new tool development and tool review projects <p>This is a varied role which will enable you to utilise your technical, stakeholder engagement and communication skills to influence the industry and achieve the goals of the organisation.</p>
Key Tasks:	<p>1. Technical Certification Support</p> <ul style="list-style-type: none"> ➤ Assist projects where needed through the project registration, auditing, assessment and certification stages of the certification process. ➤ Maintain records for all work undertaken. ➤ Undertake HomeFit and Homestar audits. ➤ Record issues related to precedents that are set during the assessment process to ensure consistency. ➤ Support Manager - Residential in the liaison with assessors in relation to the signing of contracts and the setting up assessor forums and stakeholder meetings. ➤ Assist in maintaining the Technical Clarifications and Credit Interpretation Request database for all tools. <p>2. Industry Engagement</p> <ul style="list-style-type: none"> ➤ Respond to queries relating to certification. ➤ Coordinate and liaise with industry experts on technical issues relating to NZGBC rating tools. ➤ Support the membership and marketing team to promote the benefits of certification to industry through industry engagement, direct contact and networking. <p>3. Tool improvement and development</p> <ul style="list-style-type: none"> ➤ Assist the Technical Team throughout the rating tool review and tool development process. ➤ Develop and implement solutions to resolve issues relating to the NZGBC suite of rating tools.

	<ul style="list-style-type: none"> ➤ Integrate technical improvements into the NZGBC tools on an ongoing basis. ➤ Maintain and upgrade the credit templates as required. ➤ Contribute to the tool review processes including industry engagement, technical review of submissions and preparation of updated NZGBC tools. ➤ Contribute to the writing, editing and production of NZGBC Rating tools credits and clarifications. This includes a word processing, Excel based work and Adobe Livecycle based work. ➤ Contribute to the development of Green Star Custom tools. ➤ Contribute to the NZGBC communication initiatives as required (website content, fact sheets, case studies, newsletters, etc.). <p>4. Training and education</p> <ul style="list-style-type: none"> ➤ Support the development and maintenance of rating tool training with subject matter advice and expertise ➤ Deliver training and education to the industry around rating tools. ➤ Assist with post- training mentoring and supervised practice.
<p>General:</p>	<ul style="list-style-type: none"> ➤ Proactively and professionally work alongside other NZGBC staff managing own portfolio of work but responsible to the Director of Market Transformation and Manger- Residential. ➤ Adhere to all legal and organisation requirements. ➤ Actively support the team work ethic, values and goals. ➤ Actively engage at organisation level events, brainstorming and meetings. ➤ Suggest areas of training and support which could enhance your productivity and quality of life. ➤ Maintain company equipment.
<p>Functional Relationships:</p>	<p>Internal</p> <ul style="list-style-type: none"> ➤ Director of Market Transformation ➤ Technical Managers and Technical Coordinators ➤ NZGBC employees including contractors and volunteers <p>External</p> <ul style="list-style-type: none"> ➤ Homestar and HomeFit Assessors and Auditors ➤ Building and construction sector stakeholder representatives and NZGBC members ➤ Green Building Council of Australia (GBCA) and other Green Building Councils ➤ Energy and Efficiency and Conservation Authority (EECA) ➤ Research providers ➤ Local and central government departments

<p>Suggested qualities and capabilities:</p>	<ul style="list-style-type: none"> ➤ Tertiary degree in engineering, building science, architecture, facility management, town planning or other related area ➤ Microsoft Office skills – advanced level ➤ Preference for knowledge of Microsoft Access ➤ Well-developed technical writing and proofing skills ➤ Excellent customer service skills ➤ Ability to manage deadlines, process driven, with an eye for detail ➤ Project management skills ➤ Experience running and/or chairing meetings ➤ An ability and interest to learn technical information ➤ Self-motivation ➤ Dynamic and adaptable to change ➤ Ability to work in as a key member of a small team ➤ Willingness to be a proactive member of a small innovative organisation, where everyone makes things happen ➤ Flexible commitment to growth and change with the motivation to grow into new roles as organisation changes
<p>Experience</p>	<ul style="list-style-type: none"> ➤ Either two years industry experience in a related field or recent graduate from undergraduate course offering built-environment sustainability content. ➤ Experience with or understanding of commercial and/or residential building rating tools ➤ Presenting and stakeholder engagement experience desirable