

[DRAFT] Policy Analyst

Job Description

Summary

The Irish Solar Energy Association (ISEA) are seeking a full-time policy analyst to coordinate ISEA's contributions to the policy and regulatory debates which will shape Ireland's sustainable energy future. With approximately 160 members, ISEA is the voice of the Irish solar sector. Solar is now a key contributor to Ireland's renewable electricity mix, and the sector is expected to grow substantially over the next 5-7 years.

It is an exciting time to join the ISEA team and drive the further development of Ireland's fastest growing brightest, renewable power source. The position of ISEA policy analyst will provide the right candidate with the opportunity to take direct meaningful climate action. It will give that candidate the opportunity to engage with policy makers and key delivery bodies to drive Ireland's transition to a climate neutral economy.

Who We Are

Founded in 2013, the ISEA's vision is of a fully decarbonised electricity system.

Representing approximately 160 members, ISEA are dedicated to taking climate action and working with the Government, the CRU, ESB Networks, EirGrid, Wind Energy Ireland, Energy Storage Ireland, the Sustainable Energy Authority of Ireland (SEAI), the Single Electricity Market Operator (SEMO) and our members to create a framework capable of surpassing the Governmental ambition to install up to 8GW by 2030 through:

- Engagement with stakeholders;
- Education of society and industry; and
- Setting best practice for the solar industry.

Our Values

We express our values through our behaviour. We will:

- Pursue policies that optimise outcomes for society.
- Make constructive contributions to policy which are grounded in data.
- Propose concrete solutions to policy problems.
- Take a holistic approach to policy development which consider the wider value chain.
- Emphasise interventions to support solar cost reduction.
- Act with integrity in our engagements with members and stakeholders.

Role

The key focus of this position is to support the smooth operation of ISEA's core internal Working Groups and their contributions to key consultations and debates (as identified in the ISEA Strategy and directed by the CEO and Head of Policy). The Policy Analyst will work with the Head of Policy to: (i) ensure that the Working Groups are meeting regularly, (ii) research and draft initial submissions to Governmental consultations, and (iii) flag and fulfil agreed actions arising from the Working Group meetings.

The Policy Analyst will join a small team with ambitions of substantial growth. An ongoing aspect of the position will be regular engagement with a variety of stakeholders.

Benefits

- Competitive remuneration and benefits package
- PRSI and pension contributions
- Laptop and phone
- Opportunity to take direct climate action and help shape the national policy and regulatory agenda
- Profile development across the energy sector

Key Responsibilities

The Policy Analyst will be responsible for:

- Ensuring the smooth operation of ISEA's core internal Working Groups and their contributions to key consultations and debates (as identified in the ISEA Strategy and directed by the Head of Policy).
- Drafting Working Group minutes, organising meetings and flagging and fulfilling agreed actions arising from those meetings.
- Working with the Head of Policy to research, draft and coordinate ISEA responses to key policy and regulatory consultations.
- Monitoring relevant policy, regulatory and industry developments.
- Engaging with key stakeholders including relevant Ministers/Ministers' Offices, Oireachtas members, the Department of Energy Climate and Communications, Local Authorities, the Department of Housing Local Government and Heritage, the CRU, ESB Networks, EirGrid, Wind Energy Ireland, Energy Storage Ireland, the SEAI and SEMO.
- Corresponding with third parties, proof-reading documents and drafting responses to solar queries on behalf of the policy department.
- Working with ISEA's high-profile CEO to provide support on ad hoc research projects.
- Contributing to presentation materials and over time participating in public facing events and webinars.
- Supporting member engagement especially around lobbying.

About You

- You are a people-person and your values align with the mission of the association.
- You care deeply about the environment, sustainability and climate action.
- You have a growth mindset, strong attention to detail and a can-do attitude.
- You have good organisational and administrative skills.
- You can communicate complex ideas clearly and succinctly and enjoy research and writing.
- You are a team player who values a supportive team environment.

Desirable Skills

- You have experience operating in policy/political circles and exposure to the sustainability sector.
- You studied economics, public administration, politics, business, law, environmental science or engineering.
- You have postgraduate research experience.
- You have demonstrable administrative experience and skills.
- You have experience using Microsoft Office 365, Microsoft Teams, Excel Spreadsheets and One Page CRM.

[Interested candidates are invited to send their CV and Cover Letter, in strictest confidence, to eva.barrett@irishsolarenergy.org]