1.0 Background

FIDIC is the umbrella body representing the business interests of the global consulting engineering industry. Its membership consists of nearly 100-member association (MA) countries that represent 4 million professionally qualified engineering and consultancy professionals.

FIDIC was formed in 1913 and is governed by an elected board of directors, with its operations undertaken by a team based at FIDIC’s headquarters in Geneva, Switzerland, under the leadership of the FIDIC Chief Executive Officer.

FIDIC operates through five geographical regions namely: Europe (EFCA), FIDIC Africa, Asia Pacific (ASPAC), Latin America (FEPAC) and North American (USA & Canada) groups. Full details of the FIDIC governance structure and activities are available at www.fidic.org.

FIDIC is in the unique position of engaging with its members on their policy work and assisting with policy development not only in national markets but also across trans-national markets and globally. FIDIC’s Policy, External Affairs and Communications team lead on FIDIC’s advocacy activities, ensuring that the policy work of FIDIC and its members reach the appropriate global audiences, stakeholders, and decision-makers.

2.0 Summary of role:

As part of FIDIC’s policy and advocacy activities the Business Analyst Executive will be actively involved in:

1) **Economic and policy 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) **Thought Leadership Programme** – contribute to the development and execution of conference, seminars, webinars, roundtables including FIDIC’s *state of the world series* and the recently established global leadership forum and *Global goals campaign*.

3) **Market monitoring** – help to develop regular survey pieces and market monitoring which will form part of the offering for FIDICs *Infrastructure Global* news outlet.

4) **Membership engagement** – attend standing and working Committee meetings and assist in translating discussion points into policy documents for publications as member benefits and for wider stakeholders’ consumption.

5) **Stakeholder Engagement** – attend FIDIC stakeholder meetings, build relationships and partnerships with global industry bodies, International Financial Institutions such as the WB, EBRD, IDB, AfDB, AIIB, and other strategic partners. As you develop in the role, you will have the opportunity to grow your client facing and business development skills by
contributing to work activities with Regional Groups, National Associations, and global organisations such as the United Nations, OECD, WWF, WSP, WEF, Mott McDonald, Atkins etc.

3.0 Location and working requirements

This is a full-time and permanent role where location is flexible, and home working is supported. The candidate should ideally be within Europe to keep a greater degree of time zone consistency (CET +1) with FIDICs headquarters based in Geneva, Switzerland.

4.0 Role responsibilities

The Business Analyst Executive will:

• Report to and support FIDIC’s Director of Policy, External Affairs and Communications.
• Be responsible for the drafting and development of surveys and forms for research purposes for committees and FIDICs advocacy activities.
• Support the activities of FIDIC committees in the development of best practice and policy materials working with colleagues in the Legal, Federation and other teams.
• Support the project management of policy activities which may include working with external parties / consultants.
• Be responsible for drafting briefs, market intelligence and new pieces where required for FIDIC committees, Global leadership Forum and Infrastructure Global.
• Be responsible for undertaking statistical analysis where required given the collection of data from research tools such as market surveys, desk research etc.
• Assist in the development planning, production and delivery of research papers, roundtables, political and key decision-making engagement, and information across FIDIC operating businesses.
• Support the Policy, External Affairs and Communications team in the preparation of materials required for corporate activities related to FIDIC events, Board meetings and other requests from the CEO’s office.
• Be responsible for content on the various FIDIC websites within the policy and advocacy areas.
• Support the Policy, External Affairs and Communications in the development of any materials required to aid the delivery of the FIDIC Global Infrastructure Conference, FIDIC Global Leadership Summit, FIDIC State of the World Series and FIDIC Contract Users’ Conferences.
• Support the delivery of FIDIC’s strategic objectives and the development of operational enhancement activities for FIDIC members.

5.0 Competencies and person specification

The successful candidate will be expected to demonstrate experience in the following competencies:

• A relevant first and second degree or relevant professional qualification.
• At least 3 years’ experience of quantitative research including study design, analysing and writing up findings from a range of data sources.
• Experience of the infrastructure, regulatory, political and/or consultancy and engineering or construction sectors would be an advantage.
• Demonstrable good time- and project management skills with ability to plan and prioritise workload to deliver tasks and meet competing deadlines.
• Experience of writing up and presenting research findings in a variety of written and verbal styles and to diverse stakeholders.
• Strong organisational and administrative skills with ability to work alone on own initiative and as part of the team.
• An interest in own self-development along with a genuine interest in the businesses’ key social and economic policy areas.
• Excellent attention to detail and accuracy in production of budgets, reports, and statistics.
• Experience of working with a diverse, global audience including policy and economic stakeholders. International experience would be beneficial
• Exceptional communication skills, including strong verbal and written English.
• Multiple language skills such as Spanish, Arabic or Chinese will be an advantage.
• Ability to work well under pressure and to tight deadlines, prioritise workload and manage multiple tasks.
• Good interpersonal skills with ability to build external relationships including at senior level.
• Excellent IT skills, including advanced knowledge of Microsoft Office suite (particularly Word, Excel and Microsoft Teams), analytics tools and survey platforms.
• Digitally savvy ideally with experience of digital platforms such as Formsite, and working knowledge of social media platforms such as Twitter, LinkedIn, Facebook etc.
• Adaptable and flexible with a willingness to travel when required.

7.0 How to Apply

• This role offers a great opportunity for a dynamic, enthusiastic, and adaptable individual with analytical and report writing expertise to gain experience of global issues and engage in thought leadership across geographical locations.

• Interested candidates should apply to FIDIC Chief Executive Officer, with a two-page cover letter and CV, setting out how their capabilities match the skills and experience required, to be sent to FIDIC Office Manager, Ulrike Schiefer uschiefer@fidic.org by the closing date of Friday, 16 September 2022.