

## Job Description

1. JOB DETAILS:	
Job title:	Senior Specialist – Membership Management
Reports to:	Membership Management & Business Development Manager
Sector:	
Division:	Abu Dhabi Sustainability Group
Job code:	
Date prepared/revised:	April 2015

2. JOB PURPOSE:
Facilitate the overall marketing, coordination and support the management of the AD SG membership, stakeholders and strategic partners. Help to strengthen the network of relationships with organisations external to AD SG, to identify new potential members and coordinate engagement relationships with existing members.

3. JOB DIMENSIONS:		
Key dimensions:	No. of direct reports	0
	Total reports	0

4. KEY ACCOUNTABILITIES:	
Description	
<b>Day- to-day operations</b>	
<ul style="list-style-type: none"> <li>▪ Supervise the day-to-day operations assigned by the section manager for the AD SG to ensure compliance with established standards and procedures.</li> <li>▪ Support the development of membership of the AD SG and engagement with key stakeholders</li> <li>▪ Support the development of strategies and plans for appropriate membership services and review existing services</li> <li>▪ Continuously engage AD SG members to contribute and participate.</li> <li>▪ Continuously follow up &amp; monitor activity of members.</li> <li>▪ Use content from members across different channels (e.g. publications, policy advocacy to government, website, content for seminars, articles for AD SG Journal, etc.)</li> <li>▪ Coordinate the delivery of sustainability projects to AD SG members, stakeholders and various working groups.</li> <li>▪ Work under the supervision of the Section Manager and with others in the business to formulate and implement effective development plans.</li> </ul>	

- Receive, review and assess new applications for memberships and identify and assess new potential partnerships and alliances.
- Support facilitation sessions and meetings with decision-makers in order to ensure provision of all relevant information and engage stakeholders to inform selection of appropriate member services.
- Collaborate with internal and external stakeholders on matters related to ADSG in order to facilitate flow of information, ensure stakeholder engagement and build awareness.
- Participate in promoting the involvement of the private sector, NGOs, and major interest groups in ADSG.
- Encouraging teamwork and facilitating related professional work processes in order to achieve high performance standards.
- Report on a regular basis to the Section Manager on the operational activities of the group members, challenges and issues faced, mitigations taken, etc. as required, to keep informed and updated on the group's activities

#### **Policies, Processes and Procedures**

- Participates in the development of ADSG policies, processes and procedures technically and operationally to ensure all relevant procedural / legislative requirements are fulfilled and aligned with the operations.

#### **EHS (Environment, Health and Safety)**

- Complies with all relevant safety, health and environmental procedures to ensure a healthy and safe work environment.

#### **Continuous Improvement**

- Contributes to the identification of opportunities for continuous improvement of ADSG processes and practices taking into account 'international best practice', improvement of business processes, cost reduction and productivity improvement.

#### **Technical Guidance**

- Provide support to Section Manager and Group's Director on policies, and analysis relating to impact on members' policies and plans taking into account institutional considerations and interdependencies between environmental, economic and societal issues in order to provide appropriate recommendations and inform decision-making.
- Possess a strong understanding of the factors influencing sustainability performance
- Possess an appreciation of the economics and the commercial factors influencing decision making
- Have technical expertise in any sustainability topic e.g. climate change, energy, water and waste

#### **Ad-hoc Requests**

- Perform additional duties commensurate with the current role as and when requested by the Section Manager or the ADSG Director

### **5. COMMUNICATIONS & WORKING RELATIONSHIPS:**

- **Internal:**
  - ADSG team
  - EAD sections/divisions
- **External:**
  - ADSG Members
  - Other Relevant Local and Federal Government Organisations
  - Private Sector Organisations
  - NGOs
  - International peers
  - Key Stakeholders

### **6. QUALIFICATIONS, EXPERIENCE & COMPETENCIES:**

#### **Minimum Qualifications:**

- Bachelor's Degree in Economics, Environment, Sustainability Management or Sustainable Development or any related specialisation.

**Minimum Experience:**

- Bachelor Degree Holders: 2 to 3 years of experience in a relevant field

**Competencies:**

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Behavioural Competency	Level
Commitment to the Environment	3
Information Seeking	-
Having Empathy	3
Organisational Awareness	4
Logical and Innovative Thinking	3
Developing Capability	3
Promoting Teamwork and Collaboration	3
Influencing	3
Driving Outcome	3
Taking Initiative	2
Partnering	3
Building Organisational Capability	-

Common Technical Competency	Level
Budget and Cost Control	4
Data Collection and Analysis	1
IT and Computer Literacy	1
Language Skills	2
Management Skills	2
Negotiation Skills	3
Presentation/Facilitation Skills	3
Project Management	3
Quality Orientation	2
Understanding of Environmental Issues	3
Professional Writing Skills	1
Health and Safety Awareness	4

**7. WORKING ENVIRONMENT:**

- Typical office environment with frequent need to be outdoors

**8. APPROVALS:****Line Manager (Division Director/Section Manager)**

Title	Signature	Date
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**Human Resources**

Title	Signature	Date
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**Job Holder**

Signature	Date
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