



Policy Officer

The European Heat Pump Association (EHPA) is looking for a Policy Officer to join our Policy team. Your main tasks will include the coordination and implementation of the policy aspects related to a project on developing installation guidelines for the use of refrigerants. In addition, your tasks will also include monitoring and analysing EU initiatives and legislation on refrigerants and product policy related topics and to keep track of what is happening in the heat pump sector. We are looking for a strategic minded person who has strong coordination skills and is not afraid of highly technical topics. The Policy Officer will lead advocacy work and have an impact on EU policies.

The Role:

As a Policy Officer you will be reporting to the Policy Manager and will have the support of the assigned projects manager. You will be responsible for:

- Coordinating and implementing the policy aspects related to a project on developing installation guidelines for the use of refrigerants.
- Coordinating the joint industry expert group meetings and developments.
- Monitoring, analysing, and reporting on the European Union and Member States' policies to the EHPA members to have a detailed understanding of refrigerant and product policy issues that often are technical.
- Monitoring, analysing, and bringing clarity on the developments in the heat pump sector related to refrigerants and other product policies.
- Developing position papers and advocating towards EU decision-makers.
- Communicate with members and consortium partners on these topics and align with them for concrete actions and positions.
- Build a strong network of contacts in EU institutions and stakeholder organisations.
- Represent the association at external and project related events.
- Contribute to our weekly team and policy team meetings with proposals and feedback.
- Any other task required in your work by your Head of EU Affairs or Policy Manager.

The Profile:

- At least 1-3 years of work experience in EU public affairs, preferably working on technical and/or product policy topics.
- University master's degree in a relevant field such as engineering or policy.
- A good understanding of the EU institutions and procedures.
- An ability to take initiative and work independently.



- An ability to coordinate a group of stakeholders and processing feedback for technical documents.
- An ability to engage and influence policymakers at a high level.
- A passion for renewable energy, environmental issues, and lifelong learning.
- An interest in heat pump technology is an asset.
- An ability to analyse and filter complex issues in order to offer clarity.
- Experience in communicating in a professional way.
- Excellent writing and authoring skills.
- Proficiency in English. Other languages are an asset.
- Excellent computer skills (Microsoft 365 environment).
- Positive attitude, proactive, communicative, flexible, team-player, sense of humour.
- Working permit in Belgium.

The Offer:

- Permanent contract to start ideally on 1 August.
- Attractive salary depending on level of experience.
- Holiday allowance
- 13th month pay
- Hospitalisation and medical insurance (DKV)
- Representation allowance: 50€
- Home office allowance: 100€
- Lunch vouchers (8€/day)
- Eco-vouchers (250€/year)
- Public transport allowance (49€/month)
- IT material (laptop, telenet abonnement, further IT material under request).
- Five extra days of holiday (on top of the 20 legal Belgian holiday days)
- Bike lease possibility
- Flexible working conditions
- Training allowance: up to 1500€/year

- Be at the centre of the energy transition and gain valuable experience in EU affairs on energy, industry, and climate topics.
- Join a dynamic and international team in the capital of the European Union.

How to Apply:

Send your CV and cover letter in one document (no more than 3 pages), title “*Name_CV*”, “*Name_CL*” before 31st of May 2024 to recruitment@ehpa.org quoting in the subject line: “*Policy Officer – your name and surname*”. Applications will be reviewed on a rolling basis; therefore, we recommend applying early.

Starting date: ideally 1 August

About EHPA:

The European Heat Pump Association (EHPA) represents the European heat pump sector. Our 220+ members include heat pump and component manufacturers, research institutes, universities, testing labs and energy agencies.

EHPA works to shape EU policy that allows the heat pump sector to flourish, and heat pumps to become the number one heating and cooling choice by 2030.

EHPA advocates, communicates, and provides expert policy, technical and economic input to European, national, and local authorities, and to our members.

We organise high level events and manage or partner in multiple projects.

EHPA coordinates the Heat Pump Keymark – a European certification scheme for all heat pumps, combination heat pumps, and hot water heaters.

 **European Heat Pump Association (EHPA)**
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EHPA advocates, communicates and provides policy, technical and economic expertise to European, national and local authorities, and to our members.

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We work to shape EU policy that allows the heat pump sector to flourish, and to become the number one heating and cooling choice by 2030. Heat pumps will be a central part of a renewable, sustainable and smart energy system in a future decarbonised Europe.