

<b>Job Title:</b>	<b>Technical Publications Writer</b>
<b>Hours of work:</b>	35 Hours a week (Full-time)
<b>Contract:</b>	Fixed Term (until 30.9.2022)
<b>Salary:</b>	Competitive
<b>Location:</b>	Gloucestershire

<b>About the project:</b>	<p>The Active Building Centre is a centre of excellence working to accelerate the UK's drive towards net-zero carbon by transforming the way buildings are powered and heated.</p> <p>Founded in 2018 as part of the UK Government's Transforming Construction Challenge, the Active Building Centre is a government backed Research and Technology Organisation (RTO) who are collaborating with industrial and academic partners to mobilise and deliver applied research, product development, commercial engagement and the realisation of a comprehensive demonstrator portfolio.</p> <p>The Active Building Centre sets the standard for the clean, efficient and climate-friendly communities of tomorrow by designing prototype buildings that act as proof of concept and a template for the construction industry, as well as by advising housebuilders and homeowners on new-builds and retrofitting.</p> <p>Our research promotes sustainable construction, shapes future living, improves building performance, alleviates fuel poverty and helps decarbonise the UK's energy supply.</p> <p>Our mission is to identify and integrate the best materials, design and equipment for building homes, workplaces and communities that actively combat climate change, rather than fuelling it.</p> <p>We are developing an ambitious portfolio of advanced multi-sector demonstrators which are sustainable, perform better, are more comfortable and will significantly contribute to decarbonisation.</p> <p>As part of a highly skilled team looking to transform the energy and construction industry and drive policy change, you will be open to new ideas, bring fresh thinking, and be ready to play your part in delivering the case for Active Buildings.</p>
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<p><b>About the role:</b></p>	<p>The Active Building Centre Ltd. is seeking a proficient scientific writer with substantial experience in publishing technical work in high-impact peer-review journals to support growing Data Analytics.</p> <p>The successful candidate will work closely with the Data Analyst to publish and assist in visualising multiple experimental outcomes, building physics modelling and analysis of data collated from a range of real-world sources. This role primarily focuses on communication with exposure to many innovative renewable energy technologies, software tools, IoT platforms, and computational solutions.</p>
<p><b>Key Responsibilities:</b></p>	<p>You will be responsible for:</p> <ul style="list-style-type: none"> <li>- To prepare/write manuscripts, technical reports, abstracts, posters, slide sets, and content for symposia's, congresses or advisory boards based on supplied technical description, scientific results, and data analysis outcomes.</li> <li>- Write technical reports from data analysis &amp; discussions with engineering team members</li> <li>- Create technical publications, instruction manuals &amp; various other guidance material</li> <li>- Assist in visualisation and presentation of the data analytics outcomes and results presentation</li> <li>- Oversee the publication process</li> </ul>
<p><b>General Duties:</b></p>	<ol style="list-style-type: none"> <li>1. Promote equality and diversity in working practices and maintain positive, inclusive working relationships.</li> <li>2. Lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture.</li> <li>3. Ensure that risk management is an integral part of any decision-making process.</li> <li>4. Any other duties as directed by the CEO of Active Building Centre Ltd (or their nominated representative).</li> </ol>
<p><b>Person specification:</b></p>	<p><b><u>Essential criteria:</u></b></p> <p><b>Qualifications:</b></p> <p>Qualified to Degree level in a Science Related Discipline. A Postgraduate Qualification (MSc or PHD) in a STEM subject.</p> <p><b>Experience:</b></p>

	<ol style="list-style-type: none"> <li>1. Track record of peer-review publications in the high-impact journals.</li> <li>2. Minimum two years of experience in Professional Communications.</li> <li>3. Scientific writing experience including publications, manuscripts, technical reports, abstracts, posters, slide sets, and content for symposiums, congresses or advisory boards.</li> <li>4. Good understanding of industry work process for publications.</li> <li>5. Proficiency in MS Office (Word, Excel, Powerpoint, Outlook).</li> <li>6. Experienced in working in an interdisciplinary environment.</li> <li>7. Efficiency in data visualisation.</li> </ol> <p><b>Knowledge and Skills:</b></p> <ol style="list-style-type: none"> <li>1. Excellent written and oral communication skills.</li> <li>2. A strong interest in science.</li> <li>3. The ability to think logically and understand complex ideas and data.</li> <li>4. Good organisational and time management skills.</li> <li>5. The ability to work under pressure to deadlines.</li> <li>6. Resilience, flexibility, persistence and self-motivation.</li> </ol> <p><b><u>Desirable:</u></b></p> <p>Industrial experience would be welcome but not mandatory.</p>
<p><b>Equality &amp; Diversity:</b></p>	<p>ABC is fully committed to providing equal opportunities for all job applicants by supporting and promoting equality and diversity in all of its practises and activities.</p> <p>We aim to establish an inclusive environment and welcome applications from the following protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic and national origin), religion or belief, sex and sexual orientation.</p>