

## POSITION DESCRIPTION

<b>Position Title</b>	Technical Writer
<b>Reports to</b>	Corporate Affairs Manager
<b>Location</b>	Europe, United States of America or Asia-Pacific
<b>Direct Reports</b>	None
<b>About Leilac</b>	<p>At Leilac we're passionate about enabling the transition to a carbon neutral world by providing the most compelling decarbonisation solution for global cement and lime.</p> <p>Our purpose-driven team members are unwavering in their commitment to solve this urgent global challenge. We are scientists, engineers, project managers and innovators. We are team players and collaborators. And we're each applying our unique skills and Leilac's breakthrough technology to create sustainable industries and a sustainable planet.</p>
<b>Join us and contribute to a better world</b>	<p>Since 2020, Leilac's parent company, Calix has been a participant in the United Nations Global Compact (UNGC), the world's largest corporate sustainability initiative, supporting its Ten founding Principles related to human rights, labour standards, environmental protection, and anti-corruption.</p> <p>Leilac's innovation, development and partnership initiatives are aligned with the UN's Sustainable Development Goals, helping to accelerate our work in delivering the transition to a carbon neutral world.</p>
<b>Position Summary</b>	<p>An experienced professional with a strong grounding in engineering or the physical sciences, Leilac's technical writer will lead the production of technical reports, white papers and other deliverables targeted at stakeholders in industry and government.</p> <p>The ideal candidate will have experience in technical communications, with a proven ability to distil complex concepts and information into clear and compelling pieces of thought leadership.</p>

	<p>Working within Leilac's Corporate Affairs team, Leilac's technical writer will collaborate with Leilac's Technology and Engineering teams to develop strategically important content that supports business growth. The technical writer will quickly build a deep understanding of many aspects of Leilac's technology and develop compelling communication materials. Success in this collaborative role will also require the Technical Writer to embody Leilac's culture and values (such as, inclusivity and teamwork) as part of a growing and purpose-driven team.</p> <p>This is an exciting opportunity for a talented communicator to work at a fast-growing and innovative company developing leading industrial decarbonisation solutions.</p>
<b>Inclusion</b>	<p>Leilac embraces diversity and inclusion. It's one of our core values. We promote an inclusive and safe space for all and proudly welcome and support people of any race, ability, gender and identity.</p> <p>We are committed to recruiting, training, and promoting all employees regardless of gender, domestic responsibilities, marital status, religion, race, ethnicity, language, sexual orientation, disability or age.</p> <p>Fostering a diverse and inclusive culture is not just a moral imperative; it is foundational to driving innovation and business success.</p>

Position Purpose	Key Responsibilities
<p>1. Technical writing</p> <p><b>Estimated % of Time: 80%</b></p>	<p>1.1. In collaboration with the Technology and Engineering teams, develop thought leadership content in formats including, but not limited to: white papers; conference papers; technical articles; and presentations.</p> <p>1.2. Support the delivery of confidential engineering reports for partners and customers.</p> <p>1.3. Support the development of technology documentation and descriptions.</p> <p>1.4. Manage a pipeline of content development, leading internal collaborations, and reporting progress to the Corporate Affairs Manager.</p> <p>1.5. Identify gaps in, and develop new ideas for, technical communication materials.</p>

<p>2. Other corporate communications</p> <p><b>Estimated % of Time: 10%</b></p>	<p>2.1. Support the development of non-technical communications, such as website and newsletter articles, media articles and other marketing communications as needed.</p>
<p>3. Internal communications</p> <p><b>Estimated % of Time: 10%</b></p>	<p>3.1. Support knowledge sharing across the company through the development of shared resources such as technology descriptions and PowerPoint presentations.</p> <p>3.2. Review work and provide feedback to team members, supporting professional development across the team.</p> <p>3.3. Contribute to the company's supportive culture.</p>

Key Contacts	Internal	External
	<ul style="list-style-type: none"> <li>• Corporate Affairs Manager</li> <li>• Chief Technology Officer</li> <li>• GM, Engineering</li> <li>• Business Development Teams</li> </ul>	<ul style="list-style-type: none"> <li>• External experts</li> <li>• Partners and collaborators</li> <li>• Editors and peer reviewers</li> </ul>
Requirements	<ul style="list-style-type: none"> <li>• STEM background</li> <li>• Proven technical writing skill with a supporting catalogue of work</li> <li>• Excellent interpersonal skills and a confident communicator.</li> <li>• Self-driven with a strong work ethic.</li> <li>• Strong cultural alignment with an innovative and purpose-driven decarbonisation business</li> </ul>	
Desired	<ul style="list-style-type: none"> <li>• Communications experience with corporate communications, thought leadership and/or white paper development.</li> <li>• Experience working in the cement industry, materials science or climate science.</li> </ul>	
Benefits	<ul style="list-style-type: none"> <li>• Join a growing global organisation developing innovative solutions for industrial decarbonisation.</li> <li>• Flexible working arrangements</li> <li>• Participation in Company employee incentive scheme</li> <li>• Access to Employee Assistance Program</li> <li>• Generous parental leave policy</li> <li>• 5 days of wellbeing leave available per year</li> <li>• Opportunities for professional development and career progression</li> </ul>	