**Job description:**

Sustainability & Environmental Manager

|  |  |
| --- | --- |
| Function: | Health & Care  |
| Position:  | Sustainability & Environmental Manager |
| Job holder: | N/A |
| Date (in job since): | N/A |
| Immediate manager (N+1 Job title and name): | Greg Austin, HR Director – Health & Care  |
| Additional reporting line to: | N/A |
| Position location: | No fixed place of work, England |

|  |
| --- |
| 1. Purpose of the Job |
| * To provide management support and subject matter expertise to Sodexo and site teams with regards to environmental and sustainability aspects.
* To create, maintain and improve the safety, waste, environmental and sustainability aspects of the Sodexo service offering by ensuring that all relevant policies, practices, and legislation are followed in order to deliver full compliance and best practice.
* Ensure that Sodexo works towards finding new, innovative, and economically reductive ways to stay

environmentally friendly and compliant with legislation |

Draft. Version: 27-03-2014

|  |
| --- |
| 2. Organisation chart |
|  |

|  |
| --- |
| 3. Main assignments  |
| * Demonstrate management commitment to support and provide a rigorous sustainability conservation program.
* Develop, secure appropriate approvals, implement and manage a program for sustainability initiatives and staff awareness.
* Provide monthly analysis of initiative progress and utility data, recommending actions where appropriate, secure appropriate approvals and implement solutions.
* Develop energy, water, and waste & recycling initiative projects including detailed scopes of work, benefit realisation and return on investment analysis.
* Address or support ongoing requests for collecting and providing various utility data and information within the regions for initiatives including surveys and the Carbon Net Zero ambition.
* Develop communications to business units and employees on ways to improve sustainability.
* Take the lead on sustainable procurement for al l services relating to, goods, utilities & waste, including

performing duty of care audits on waste suppliers and monitoring performance.* Identify programs available through utility companies and government agencies for rebates and other benefits to reduce operating and capital costs.
* Introduce opportunities for improvements to Sustainability and report as required.
* In alignment with compliance requirements ensure sites complies with all local, regional, national, and supra-national (e.g., European Union) waste, water, energy, and emissions related regulations including but not limited to audits, reporting and allowance for credit purchases.
* Chair a monthly Sustainability Working Group meeting to share best practices and make recommendations with our partners and client
* Ensure the Annual Sustainability Plan document and tracker are kept up to date, logging any changes / mitigations.
* Prepare monthly and quarterly sustainability reports.
* Support with coordinating account wide initiatives, tracking progress / status of implementations
* Earth Hour, and Earth Day Annual Campaign Planning
* Creation and Deployment of Annual Sustainability Plan (targets, projects, implementation)
* Completion of Annual Sustainability Tracker (tracking, reporting)
* Support client sustainability team meetings, collaborating with other T1 suppliers
 |

|  |
| --- |
| 4. Accountabilities  |
| **Safety*** Acting in a safe manner at all times, setting a positive example to all staff

**Operations*** Support site teams as required to resolve problems with Service Efficiency/Effectiveness in SME areas
* Coordinate forums and network groups as necessary to share best practice across the Account

**Client*** Attend Client Meetings as appropriate to report on environmental and sustainability issues
* Maintain detailed and clear communication with clients and key stake holders

**Finance*** Support the business in introducing new sustainable ways of working that bring financial efficiencies

**Business Improvement*** + Keep appraised of the latest innovations and best practice
 |

|  |
| --- |
| 5. Person Specification  |
| **Essential**Graduate Calibre Experience of corporate and operational environmental management and EMS SystemsKnowledge of climate change and carbon management.Experience of facilities management.Effective communicator with the ability to influence and advise colleagues at all levelsA methodical and analytical approach to long term challenges, the ability to identify objectives anddevelop strategies to address themTeam worker with ability to work independentlyKnowledge of waste and contractor managementKnowledge of and passion for sustainable innovation and change managementExperience of corporate social responsibility requirementsExcellent organisational and time management skills, ability to plan and deliver objectives within an agreed timeframe.**Desirable, but not essential**Qualification in Waste management and Environmental aspects equivalent to IEMA Certificate levelExperience of corporate and operational environmental management and EMS SystemsKnowledge of environmental issues surrounding the food & IFM industrySubscription to an environmental affiliation such as IEMA**Other Relevant Information*** Achieve zero environmental fines or prosecutions
* Improve performance in line with the Sodexo Better Tomorrow Plan and Carbon Net Zero Roadmap
* Implement and manage environmental and sustainability polices
* This job description is intended to give the post holder an appreciation of the role envisaged and the range of duties and responsibilities to be undertaken. It does not attempt to detail every activity. Specific tasks and objectives will be agreed with the post holder at regular intervals.
* The post holder will be required at all times to perform any other reasonable task, as requested by the Line Manager in order to meet the operational needs of the business
 |

|  |
| --- |
| 6. Competencies |
|

|  |  |
| --- | --- |
| * Growth, Client & Customer Satisfaction / Quality of Services provided
 | * Leadership & People Management
 |
| * Rigorous management of results
 | * Innovation and Change
 |
| * Brand Notoriety
 | * Business Consulting
 |
| * Commercial Awareness
 | * HR Service Delivery
 |
| * Employee Engagement
 |  |
| * Learning & Development
 |  |

 |