

# Job Description: Sustainability manager

Function:	
Position:	Sustainability Manager
Job holder:	New role
Date (in job since):	
Immediate manager (N+1 Job title and name):	
Additional reporting line to:	
Position location:	Lilly Kinsale

## 1. Purpose of the Job – State concisely the aim of the job.

- Lead the on-site delivery of Lilly’s sustainability strategy in partnership with Lilly personnel and Sodexo operational teams translating strategic commitments into practical, measurable programmes across Lilly Ireland sites.
- Create and drive a flagship site roadmap focused on energy efficiency & decarbonisation, waste prevention and circularity, colleague culture & engagement, biodiversity & nature-positive actions, and greener transport supporting Lilly’s published sustainability goals and relevant site priorities.
- Embed governance, data capture and continuous improvement to evidence progress, report transparently, and scale best practice across the Ireland portfolio.

## 2. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Partner with Lilly sustainability leads and site stakeholders to translate Lilly’s sustainability strategy into an Ireland site roadmap, with clear priorities, timelines, owners and measurable KPIs.
- Energy & carbon: support ISO 50001 energy management (where applicable), participate in the cross-site energy committee, and provide inputs to the site decarbonisation plan; identify and help deliver energy efficiency opportunities across relevant services and operations, supporting progress toward Lilly’s goals including carbon-neutral operations and 100% renewable electricity by 2030.
- Waste & circularity: support single-use plastic elimination and agree a site approach for plastics (including reusable options within the cafeteria); enhance waste collection, segregation and recycling across Sodexo-managed areas and lead on-site awareness raising to improve behaviours and outcomes.
- Culture & engagement: support the site sustainability calendar and activations, including biodiversity and waste weeks; utilise Sodexo volunteering opportunities to enable colleague participation in community initiatives (e.g., beach cleans and local waste collection days).
- Biodiversity: align initiatives with the All-Ireland Pollinator Plan and site priorities (e.g., community garden); drive engagement with local stakeholders and academic representatives to strengthen delivery, learning and visibility.
- Green transport: develop a green transport strategy alongside Lilly, assessing how the workforce travels to site(s) and supporting initiatives that enable lower-carbon commuting (e.g., active travel, car-share, EV adoption support), aligned to site plans.
- Governance & compliance: ensure sustainability actions align with Lilly standards and site requirements; support risk assessments, supplier compliance and documentation as required for audits and internal reporting.
- Data & reporting: establish reliable data capture for energy, waste, engagement and programme performance; maintain dashboards, track progress to targets and provide regular updates for Lilly and Sodexo governance forums.
- Continuous improvement: identify best practices and innovations, pilot solutions, quantify benefits (carbon, cost, participation), and scale successful interventions across the Ireland portfolio to build flagship performance.

## 3. Context and main issues – Describe the most difficult types of problems the jobholder must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Delivering sustainability outcomes in a regulated, safety-critical environment, requiring strong alignment to Lilly standards, site requirements, and Sodexo operational priorities while maintaining service delivery.
- Influencing without direct authority across multiple stakeholders (Lilly sustainability/EHS/Facilities, Sodexo operations, suppliers/contractors) and coordinating actions across sites to build consistent “flagship” performance.
- Leading change management on site to embed new sustainable practices and behaviours, ensuring solutions are practical for frontline teams and sustained beyond initial campaign activity.
- Managing multiple sustainability workstreams as a structured programme (scope, plans, milestones, dependencies, risks and benefits), and maintaining momentum across energy, waste/plastics, culture/engagement, biodiversity and green transport.
- Establishing fit-for-purpose data tracking and reporting, aligning measures and definitions across stakeholders, and turning data into insights that inform prioritisation and demonstrate progress.
- Balancing competing stakeholder priorities and evolving business needs, requiring clear governance, decision-making forums, and proactive communication to resolve trade-offs and remove blockers.
- Operating in a context of high opportunity but limited resources, requiring rigorous prioritisation, leveraging existing site initiatives and partners, and identifying “quick wins” alongside longer-term interventions.

**4. Accountabilities** – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- A delivered and governed Ireland site sustainability roadmap that translates Lilly’s strategy into tangible actions, with clear KPIs, regular performance updates, and visible “flagship” progress.
- Demonstrable energy and decarbonisation contribution through ISO 50001 support (where applicable), active participation in the cross-site energy committee, and evidenced inputs/actions within the site decarbonisation plan.
- Improved waste outcomes with a implemented single-use plastics elimination plan and agreed plastics approach (including reusable cafeteria options), supported by effective waste collection/segregation standards and sustained colleague awareness.
- A strong sustainability culture evidenced by delivery of the site sustainability calendar (including biodiversity and waste weeks) and increased colleague participation through Sodexo volunteering and other community based opportunities (e.g., beach cleans and community waste days).
- Nature and transport improvements delivered through (a) biodiversity actions aligned to the All-Ireland Pollinator Plan and site priorities (e.g., community garden and academic engagement) and (b) a green transport strategy co-developed with Lilly, informed by workforce travel patterns.

**5. Dimensions** – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

- Scope: On-site Sustainability Manager for Lilly Ireland (Kinsale and wider Ireland portfolio as required) supporting delivery of flagship sustainability programmes.
- Governance: Active member of the cross-site energy committee; supports ISO 50001 energy management (where applicable) and inputs to site decarbonisation planning.
- Key interfaces: Lilly Sustainability/EHS/Facilities, site leadership, Sodexo operations teams, suppliers/contractors, waste providers, transport stakeholders, and community/academic partners (e.g., Pollinator Plan networks).
- Key metrics managed/tracked: energy and carbon performance, waste and plastics (incl. single-use reduction and segregation), colleague engagement/volunteering participation, biodiversity actions (e.g., community garden/Pollinator Plan), and green transport initiatives and uptake.
- Budget/resource influence: shapes and supports sustainability project spend and supplier levers within contract scope; builds business cases and prioritises opportunities in a resource-constrained environment.

**6. Job profile** – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position.

- Demonstrable experience delivering sustainability/environmental programmes in a corporate, industrial or regulated site environment (energy, waste, community engagement, biodiversity, sustainable travel).
- Strong project and programme management capability: able to scope initiatives, build plans, manage dependencies, track milestones, quantify benefits and maintain delivery pace across multiple workstreams.
- Change agent mindset: self-motivated and enthusiastic, able to influence behaviour change on site and embed sustainable ways of working with frontline teams and leaders.
- Confident navigating complexity and ambiguity: able to balance competing stakeholder priorities, operate through governance, and progress delivery without direct authority.
- Effective stakeholder management across all levels (Lilly Sustainability/EHS/Facilities, site leadership, Sodexo operations, suppliers/contractors and community/academic partners).
- Data-literate with experience in data capture, KPI tracking and reporting (e.g., energy/carbon, waste/plastics, engagement and programme performance), with a focus on accuracy and consistency.

- Clear, confident communication—able to create engaging content, deliver activations, and provide concise performance updates for governance forums.
- Collaborative, practical and solutions-focused approach, able to identify opportunities, prioritise in a resource-constrained environment and drive continuous improvement.
- Willingness to work on site and travel to other Ireland sites as required.

**7. Organization chart** – Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.

**Levels**

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Received:

Date:

Date:

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Job holder

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Immediate Manager