

Job Description:   
Sustainability Manager

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| Function: | | | | Justice – HMP Altcourse | | | | | | | | |
| Job: | | | | Sustainability Manager | | | | | | | | |
| Position: | | | | Sustainability Manager | | | | | | | | |
| Job holder: | | | | Vacancy | | | | | | | | |
| Date (in job since): | | | | [to be appointed within three months of service commencement] | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Head of FM and Infrastructure | | | | | | | | |
| Additional reporting line to: | | | |  | | | | | | | | |
| Position location: | | | | Contract Based – HMP Altcourse and flexible working | | | | | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | | |
| * Managing and promoting sustainability in respect of the services being provided by Sodexo associated with HMP Altcourse including identifying innovation, communication and behaviour change measures. * Responsible for monitoring and reporting the sustainability related contractual requirements to ensure the prison facilities and operations are aligned, taking actions to comply with current and future Government sustainability policies, strategies and legislation, including the Greening Government Commitments and Net Zero carbon emissions targets. * Managing, coordinating and reporting all Sustainability Plan activity for HMP Altcourse. * Set out actions to reduce energy and carbon emissions, particularly reducing carbon emissions from energy, reduce water consumption, meet waste targets and enhance site biodiversity in line with Government environmental policy (including ‘25 Year Environmental Plan’, the ‘Clean Growth Strategy’, and the various Government and department targets). * Managing environmental performance and legal compliance through an ISO 14001 Environmental Management System. * Support BREEAM commitments and accreditation where applicable, ensuring maximum environmental credits (may include refurbishment and fit-out, construction, in-use). * The Sustainability Manager will support and advise the Sodexo Contract Senior Management Team and the Authority on all matters as required relating to best practice, opportunities and risks associated with service provision. | | | | | | | | | | | | |
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| 2. 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. | | | | | | | | | | | | |
| Revenue FY13: | €tbc | | EBIT growth: | | Tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc | |
| EBIT margin: | | Tbc |
| Net income growth: | | Tbc | Outsourcing growth rate: | n/a | HR in Region | tbc | |
| Cash conversion: | | Tbc |
| Characteristics | | * Add point | | | | | | | | | | |

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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. 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. |
| **Sustainability Manager**  HMP Altcourse Head of FM & Infrastructure  Head of Energy and Sustainability (PPS, Government and Agencies)  Head of Energy and Sustainability Services (Tech and Services)  Head of Waste Management (Tech and Services)  Corporate Responsibility Director  Director of Social Impact  Head of Community Development (Social Value)  *Direct report*  *Supported by the leads of Sodexo’s professional families*  HMP Altcourse Director |

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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Influencing stakeholders to drive improvements. * Driving innovation, industry and Government best practice to strategically inform and drive continual improvement. * Meeting Greening Government Commitments and Ministry of Justice and HM Prison and Probation Service sustainability commitments. * Maintaining knowledge of current and emerging environmental and sustainability related regulations, standards and managing data appropriately to ensure the estate is compliant. * Link utility performance with asset management, projects, estates information and operational use of the buildings to provide strategic business cases. * Manage and maintain integrity of large volumes of complex data from multiple sources and in differing formats. * Interpretation of data findings into presentable insightful information that will improve the portfolio’s environmental performance. * Development and progression tracking of action plans, projects and initiatives to deliver sustainability related contractual requirements, working within site constraints. * Work with a range of internal industry professionals as well as a range of third-party suppliers to drive forward ambitions; the Sustainability Manager will be responsible for networking effectively to build constructive partnerships that drive significant added value to our contract and client relationship. |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Delivery and management of all areas of the Sustainability Plan. * Maintain a credible ‘Carbon Reduction Plan’ including energy decarbonisation plan. * Responsible for monitoring and reporting the sustainability related contractual requirements. * Providing support and coordination for site team in delivering the sustainability related contractual requirements. * Strategies for automatic monitoring and targeting, data collection, assurance, verification and reporting. * Resource and waste prevention strategies and meeting contractual recycling targets. * Minimise travel and ensuring efficient and sustainable transport use through site travel plan. * Creation of climate change adaptation strategies in line with MoJ Climate Change Adaptation Strategy (2024). * Consult with subject matter experts throughout Sodexo and suppliers to ensure the contract utilises the most up to date guidance, codes of practice and procedures, communicating clearly and appropriately to staff throughout the contract. * Be the go-to person for guidance on all the latest trends and upcoming and as such will be expected to dedicate time to research and monitor announcements from key industry bodies, institutions and networks to stay ahead of the curve, The Sustainability Manager will be required to represent Sodexo at meetings as requested by the client and be an advocate for their work and that of the wider Sodexo team and group. * Deliver all relevant training to the Sodexo teams, supporting with training plans as appropriate.. * Ensuring progress is tracked and reported in an appropriate format for internal stakeholders and the client.   This list is not exhaustive, and the post holder will be expected to carry out other reasonable duties from time to time as requested by management |

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| 6. 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. |
| * Delivery of accurate monthly, quarterly and annual information reports to the client and on time. * Support with reducing the cost and environmental impact of operating the portfolio. * Innovation and energy saving opportunities. * High client satisfaction. * Support the Sodexo team to deliver industry leading sustainability strategies. * Support the Sodexo team by being open to change and new ways of working. * Support the Sodexo team to continually develop and improve our performance in all areas. |

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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| ***The ideal candidate must possess the following skills;***   * Degree in a relevant subject or equivalent qualification by experience. * Professional membership of relevant institution (e.g. IEMA, CIWM, CIBSE, Energy Institute). * Good understanding of sustainability related legislative requirements (e.g. Waste Regulations, Display Energy Certificates, Energy Performance Certificates, TM44s) * Experience of working to meet Greening Government Commitments. * Net zero carbon roadmap experience. * Waste management experience. * Experience of managing utility data, energy monitoring and targeting, forecasting, measurement and verification and carbon reporting and accounting. * Experience of Environmental Management Systems (ISO 14001). * Experience of Energy Management Systems (ISO 50001). * Experience of BREEAM. * Experience of biodiversity plans. * Experience of sustainable travel plans. * Experience of low carbon energy technologies. * Strong customer relationship skills. * Good influencing and communication skills. * Financial and business awareness. * Ability to identify suitable collaboration partners for project delivery (where appropriate). * Ability to undertake on-site and desk-top assessments to identify utility savings. * Ability to write recommendation reports to suit varying audiences (technical and non-technical). * Ability to develop targets, initiatives and action plans appropriate to site. * Ability to work both with others as part of a team and also independently. * Takes accountability and responsibility for delivering required results. * Competent with MS 365 (Word, Excel, PowerPoint, Outlook, Teams, SharePoint). * Ability to prioritise own workload with minimal supervision and use of own initiative. * Evidence of delivering innovation and engaging positively with continuous change and improvement.   ***Desirable Qualifications and Experience***   * Demonstrable experience of working within an ANUK accredited environment * Previous engineering experience in an operational role with a proven track record of optimising energy and water assets. * CIBSE Low Carbon Consultant or Assessor. * LEED or BREEAM assessor. * Experience of utilities management. * Knowledge of Government Buying Standards. * Financial business case development including whole life costing. * Experience of working with or for a Facilities Management organisation. * Experience of CAFM / CMMS systems. * IOSH or NEBOSH qualifications. |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| 9. Management Approval – To be completed by document owner |
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