**EXPERTISE**

Job description

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| Function: | Operations |
| Position:  | global environmental sustainability lead |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Vicky Thursfield, UK Regional Workplace Lead |
| Additional reporting line to: |  |
| Position location: | UK based with some travel |

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| 1. Purpose of the Job |
| The Global Environmental and Sustainability Lead shall execute upon the approved Microsoft Global Sustainability and Energy Program, make proactive recommendations to improve efficiencies and eliminate waste through alignment with Microsoft’s Corporate Sustainability Guidelines and expectations, monitor and provide CBRE/RE&F with industry and regulatory trends applicable to properties and regions.Taking into account standards, by respecting SOWs and delivering SLAs. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required |

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| 3. Organisation chart |
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| 4. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Demonstrate management commitment to support and provide a rigorous sustainability and energy conservation program.
* Develop, secure appropriate approvals, implement and manage a program for sustainability, energy initiatives and staff awareness.
* Provide monthly analysis of utility cost and consumption invoices with fluctuating variance explanations (or as data is available) and recommend actions where appropriate, secure appropriate approvals and implement solutions.
* Develop energy, water, and waste & recycling conservation projects consistent with Microsoft goals including detailed scopes of work, benefit realization and return on investment analysis.
* Address or support ongoing requests for collecting and providing various utility data and information within RE&F tool(s) for initiatives including surveys and the annual Carbon Disclosure Project.
* Provide load shedding strategy and recommendations identifying expected benefits, impacts (on people and to systems), and risks.
* Evaluate and propose set-back programs for HVAC and lighting designed to implement Start/Stop Time Optimization (SSTO) during off-peak consumption times, nights, weekends and holidays.
* Ensure building controls/energy management systems are operating at maximum efficiency.
* Develop acceptable HVAC temperature operating ranges to decrease energy consumption within design guidelines.
* Develop acceptable lighting fixture and bulb standards within design guidelines to decrease energy consumption and waste.
* Develop and execute appropriate waste and recycling programs.
* Develop RE&F communications to business units and employees on ways to curtail energy consumption.
* Identify programs available through utility companies and government agencies for rebates and other benefits to reduce operating and capital costs.
* Conduct annual energy audits and equipment efficiency performance report and recommendations.
* Introduce opportunities for improvements to Sustainability that is consistent with Microsoft’s Corporate Sustainability Guidelines for Carbon reduction goals and report as required.
* In alignment with compliance requirements ensure Microsoft 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 or credit purcha**ses**
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| 5. 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. |
| * Experience of international Environmental and Sustainability management, People management & Suppliers and contracts management and negotiation. Excellent client service orientation.
* Positive and proactive approach towards work, both receiving requests and proposing solutions
* Motivated and innovative . Ability to rapidly adjust his/her work scheme and priorities to be able to adjust to a very dynamic work environment
* Able to work both by itself, and as part of a bigger team. Promote team work.
* Problem solving ability
* Excellent communication skills, both verbal and written in English and other foreign language would be a plus
* Ability to generate reports
* Requires min. 5 years of experience in the field or in a related area.
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**Essential**

* Experience of international Environmental and Sustainability management, People management & Suppliers and contracts management and negotiation. Excellent client service orientation.
* Positive and proactive approach towards work, both receiving requests and proposing solutions
* Motivated and innovative . Ability to rapidly adjust his/her work scheme and priorities to be able to adjust to a very dynamic work environment
* Able to work both by itself, and as part of a bigger team. Promote team work.
* Problem solving ability
* Excellent communication skills, both verbal and written in English and other foreign language would be a plus
* Ability to generate reports
* Requires min. 5 years of experience in the field or in a related area.

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