

SUSTAINABILITY MANAGER

Job Description

Job title:	Sustainability Manager
Directorate:	Property Services
Department:	Asset Management and Development
Responsible to:	Assistant Director: Asset Management and Development
Grade:	H
Date Written / Updated:	June 2019

Main Job Purpose:	<ul style="list-style-type: none"> • To provide strategic sustainability expertise within NPH • To act as a primary focus for NPH Management Teams in the development and implementation of NPH's Environmental Strategy
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MAIN AREAS OF WORK

- To champion sustainability and work corporately to embed sustainability across all our activities.
- To provide expert advice, developing and implementing policies and procedures in conjunction with promoting sustainability projects
- To be the 'go to' lead person for all advice and guidance on sustainability both corporately and operationally.
- To optimise the sustainability of our multi million capital investment and new build programmes.

KEY TASKS AND DUTIES

Strategic

- Review and update NPH's Environmental Strategy and establish and implement a cycle of regular monitoring updates
- Review our key impacts (water, energy, waste) and recommend solutions and targets for reductions

- Ensure NPH remains compliant in relation to sustainability and environmental legislation, regulations, code of guidance and establish and implement a cycle of regular reviews and monitoring updates.
- Ensure NPH is at the cutting edge of sustainability in new build construction
- Drive continuous improvement, value for money and capture innovation

Operational

- Proactively work cross functionally to review sustainability challenges and opportunities in relation to employee behaviour, corporate functions, service delivery, customer behaviour and capital works.
- Lead on devising, developing and implementing new policies and procedures relating to sustainability
- Review NPH's contracts for energy for corporate assets and residential assets. Review tariffs and performance to ensure arrangements are delivering value for money and optimum sustainability outcomes. This includes but is not limited to NPH's Office at Westbridge and NPH's contract for communal heating and lighting systems to apartment blocks
- Work with NPH's Development and Major Works Teams to develop and implement opportunities for increasing sustainability in construction and refurbishment programmes to:
 - Increase energy efficiency of new and existing homes
 - Tackle fuel poverty
 - Reduce the environmental impact of construction
 - Secure inward investment
- Work with NPH's Development Team and Major Works Team and NPH's Procurement Manager in relation to the inclusion of sustainability measures in new and existing contracts and in particular:
 - Evaluation of sustainability measures in existing contracts and the delivery of these
 - The measures to be included in tender packs for new contracts
 - The evaluation of tender returns for new contracts
 - The contract management arrangements in relation new contracts to ensure these measures to these are fully implemented.
- Work with NPH's Housing Team to develop initiatives with tenants that could positively impact sustainability and fuel poverty, such as energy awareness and access to individual grant programmes.
- Work corporately within NPH to raise sustainability awareness amongst staff and develop initiatives to promote and further develop NPH as a sustainable company.
- Undertake project management of particular sustainability programmes and take a lead role in existing programmes such as new PV programmes and insulation programmes.

- Develop strong partnerships with other stakeholders as relevant to include local, regional and national organisations in the field of sustainability
- Develop relationships with suppliers to the field of sustainability in particular in the construction supply chain, with a particular focus on the local supply chain
- Undertake projects for the Executive Management Team and report findings and make recommendations to support change of policy and/or procedures
- Keep up to date with changes in energy regulation, legislation and best practice in the sustainability field.

GENERAL RESPONSIBILITIES

- To implement and positively promote equal opportunities in service delivery and employment practices.
- To take due responsibility and set an example for the health and safety of yourself and other individuals.
- To undertake training and attend meetings as required and directed by your line manager.
- To ensure compliance with Northampton Partnership Homes' Equality & Diversity policy at all times.
- To take responsibility for managing, monitoring and reducing risk within Northampton Partnership Homes.
- To be committed to delivering a service that is value for money.
- To undertake any other duties in order to meet personal, team and organisational targets following consultation with your line manager.

Values and Attitude:

Employees of NPH are expected to support delivery of the organisation's mission, vision and values as part of their day to day work.

In return, you will be supported by your Line Manager through supervision and support, listening, training and development and the best resources that we are able to provide to help you give your best.

NB: This Job Description forms part of the Contract of Employment of the person appointed to this post. It reflects the position at the present time only, and may be changed at management's discretion in the future. As a general term of employment, NPH may make any necessary change in job content, or may require the post holder to undertake other duties, at any location in NPH's service relevant the employees remuneration, role, skills and experience.

SUSTAINABILITY MANAGER - PERSON SPECIFICATION

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION/TRAINING		
Educated to a degree level in the field of sustainability. This is a degree either with sustainability as the main focus (such as sustainable development) or significant focus such as a major element of a geography or sociology degree.	X	
Member of relevant professional body	X	
Evidence of continuous professional development	X	
SKILLS, KNOWLEDGE & EXPERIENCE		
Experience in a lead sustainability role within an organisation.	X	
Good knowledge of sustainability issues within the house building sector and in particular sustainable construction	X	
Working knowledge of a wide range of environmental legislation and best practice	X	
Knowledge of a wide range of sustainability issues and how they relate to NPH. Including but not limited to energy management, waste, transport, biodiversity and sustainable procurement.	X	
Working knowledge of certified Environmental Management Systems, for example ISO 14001		X
Working knowledge of conducting environmental and system audits	X	
Experience in applying for grants or other forms of inward investment.	X	
Knowledge and excellent understanding of Fuel Poverty	X	
Proven ability to produce high quality reports and experience of presenting reports to Boards or Committees	X	
Proven ability to communicate technical information to a non-technical audience	X	
Ability to use relevant MS packages including Outlook, Word, Excel and PowerPoint.	X	

Ability to work under pressure and to achieve realistic targets and deadlines	X	
Encourages and supports team working	X	
Is focused on personal learning and business improvement	X	
Cares about customers and communities and works to exceed their expectations	X	
Driving licence and use of a car for business use	X	