

## Job Description

<b>Job Title</b>	ESG and Sustainability Manager
<b>Reporting to</b>	Head of Risk
<b>Purpose</b>	Lead and manage sustainability and environmental programme and support the head of risk and executive directors on strategic Environmental, Social and Corporate Governance (ESG) matters

Key Responsibilities	Specific Tasks	Business Objective
1. Develop and manage a comprehensive programme on sustainability and the environment	<p>Develop a sustainability programme in collaboration with the head of risk and executive and managing directors, which reflects Newable's broader ESG vision and meets its specific commitments on the environment</p> <p>Develop a Carbon Roadmap in collaboration with the head of risk, executive and managing directors and external partners to achieve Net Zero by 2030</p> <p>Maintain effective working relationships across the business to ensure that the sustainability strategy remains relevant and under regular review</p> <p>Ensure the business is aware of potential improvements and risks to operations and processes from sustainability and environmental efforts</p>	Ensure close alignment of sustainability programme with broader ESG vision and corporate objectives
2. Develop and operate an effective programme management framework	<p>Develop a programme management framework in collaboration with the head of risk and executive and managing directors, which delivers a coherent approach to the environment and consistent performance against commitments, objectives and targets (including Net Zero and Zero Waste to Landfill by 2030)</p> <p>Agree priorities and key performance indicators with the head of risk and executive and managing directors and establish effective methods for measuring success and reporting on progress</p> <p>Develop project plans with clearly defined deliverables and milestones and plan and manage resources and capacity to ensure success</p> <p>Ensure that the head of risk is aware of opportunities to engage with external partners to support the sustainability programme and individual projects where necessary and in good time</p>	Transform the strategic vision into reality and ensure efficient prioritisation and allocation of resources

<p>3. Manage environmental management systems (EMS) and group-level data tracking</p>	<p>Ensure the effective deployment, management and maintenance of EMS and data tracking systems at all business locations to report on energy usage, water consumption, waste production and other activities with an environmental impact</p> <p>Maintain an effective working relationship with site-level contacts to ensure the consistent and timely reporting of environmental data via EMS and data tracking systems</p> <p>Develop and agree environmental action plans to address any issues raised via EMS and data tracking systems</p> <p>Identify opportunities to lower the carbon footprint or improve the performance of sites through additional investment or support</p> <p>Develop, formalise and embed a clear onboarding process for sites and site-level contacts that enter or leave the group to streamline and ensure consistency in environmental reporting</p> <p>Maintain an effective programme of formal and informal training and regular workshops on EMS and data tracking systems for site-level contacts in collaboration with external partners</p> <p>Collect information on environmental policies, practices and EMS and data tracking systems of new acquisitions to share learnings and align best practice guidelines</p>	<p>Ensure visibility of environmental data and the optimal performance of sites, systems and processes</p>
<p>4. Support external certification, accreditation and reporting on sustainability</p>	<p>Support the annual Streamlined Energy &amp; Carbon Reporting (SECR) and ESG rating process (by leveraging information from EMS and data tracking systems)</p> <p>Support the initial and ongoing Green Mark Level 3 and ISO 14001 certification and accreditation processes</p>	<p>Provide transparency and timely reporting on sustainability and environmental performance</p>
<p>5. Support risk and assurance activities and corporate due diligence process</p>	<p>Support the head of risk in assessing and measuring environmental risk and maintaining this at an acceptable level in line with the risk appetite statement</p> <p>Support strategic decision-making by harnessing data from businesses, support functions, external sources and specialist providers to deliver a holistic view of strengths, weaknesses, opportunities and threats on sustainability</p> <p>Play an active role in ensuring sufficient awareness of environmental risk across the business, the effective communication of</p>	<p>Protect the business from operational disruption and reputational damage and support its corporate growth strategy</p>

	<p>environmental policies and procedures and compliance with legislation, regulations and best-practice guidelines</p> <p>Provide support on or undertake audits on sustainability and the environmental performance of suppliers and partners for the purposes of risk management and assurance (including in relation to the Supplier Code of Conduct)</p> <p>Provide support on or undertake audits on sustainability and the environmental performance of potential acquisitions for the purposes of corporate due diligence</p> <p>Assess the potential for changes to business operations and processes within new acquisitions to improve sustainability and environmental performance</p> <p>Evaluate the scope for new acquisitions to take advantage of Newable's environmental systems, processes and data or vice versa</p>	
6. Help raise awareness of sustainability and environmental matters internally and externally	<p>Play an active role in helping to raise awareness of sustainability and environmental matters among stakeholders (including building owners and landlords within NewFlex, which manages most sites in the portfolio) in close collaboration with managing directors</p> <p>Play an active role in helping to raise awareness of sustainability and environmental matters among colleagues across the business in collaboration with the Newable Environmental Team</p> <p>Develop a programme of formal and informal training and regular workshops in collaboration with the Newable Environmental Team and HR</p> <p>Develop a comprehensive environmental induction process in collaboration with HR</p>	Advocate for sustainability and maintain effective relationships with stakeholders
7. Undertake research on sustainability and environmental matters	<p>Play an active role in researching new products, services and ways of working in support of sustainability and environmental efforts</p> <p>Support the executive and managing directors to enhance and improve the sustainability and environmental profile of products, services and ways of working in use across the business</p>	Ensure that the business is best-in-class in its adoption of sustainable products, services and ways of working

## Candidate Profile

Element	Essential	Desirable
Skills	<p>Excellent communication skills</p> <p>Excellent analytical skills</p> <p>Good administrative skills</p> <p>Good at prioritising and organising own workload</p> <p>Good interpersonal skills</p>	
Qualities	<p>Able to communicate effectively with people with limited knowledge and proficiency in specialism or subject area</p> <p>Self-motivated and confident</p> <p>Able to work on own initiative and as part of a team</p> <p>Willing to work additional hours occasionally</p>	
Knowledge and Experience	<p>Proven experience of programme or project management</p> <p>Proven experience of engaging with stakeholders</p> <p>Proven experience of managing and executing regular communications programmes</p> <p>Knowledge and experience of ESG with a specific focus on sustainability and the environment</p>	
Qualifications	Graduate/post-graduate or equivalent in business, finance or another related subject	Formal qualification in programme or project management

## Conditions and Remuneration

Starting salary	£50,000 - £60,000
Benefits	Newable Benefits Package
Hours	0930 to 1730 Monday to Friday
Location	Newable, 140 Aldersgate Street, London, EC1A 4HY
Holidays	25 days per annum

Newable is committed to equal opportunities for all, irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or any other protected grounds. Disabled people who meet all of the essential criteria will be invited to interview.