

JOB

DESCRIPTION

Environment & Sustainability Advisor

Job Title:	Environment & Sustainability Advisor
Department:	SMaRT Hub
Reporting to:	Environment & Sustainability Manager
Responsible for (staff):	None
Location:	Home / Field Based
General Purpose of Role:	To support with the delivery of the Environmental and Sustainability Strategy and with ensuring environmental compliance. To support business operations to improve their environmental and sustainability performance via the provision of expert advice, coaching and improvement initiative implementation.

ACCOUNTABILITIES

- Upkeep of environmental obligations register, aspects & impacts register, associated compliance documentation, and other items required by ISO 14001:2015. Monitor business operations in accordance with these requirements.
- Support with internal and external audits where environmental expertise is required.
- Keep up to date with legislative changes, consultations and industry trends, providing updates to the business on potential impacts/opportunities and ensure processes and documentation are current.
- Support Operations with the implementation of environmental management requirements, i.e. waste management and trade effluent requirements, and track compliance.
- Measure and monitor key environment and sustainability data to review trends and identify improvements opportunities.
- Support with the delivery of environmental and sustainability targets and reports.
- Implement and drive initiatives to improve environmental and sustainability performance e.g. the reduction of carbon emissions, supply chain management, reduction in waste production.
- Develop/deliver sustainability training and awareness material/campaigns, including toolbox talks.
- Provide professional environment and sustainability guidance and support including for queries, investigations, contract & project mobilisations etc., and lead on investigations where necessary.
- Collaborate with internal departments, clients, suppliers, applicable regulatory bodies (e.g. water authorities, Environment Agency), and other stakeholders to ensure compliance and improve sustainability performance.
- Support with client requests as required.
- Undertake site visits to support operations and clients as required.
- Be an active member of the CSR Committee.

KNOWLEDGE AND SKILLS

Specific Qualifications:

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- Science based degree (ideally in an environment/sustainability related subject) or an IEMA approved/NEBOSH environment/sustainability Diploma.
- IEMA Member desired.

Experience

- Understanding of core sustainability principles.
- Understanding of current Environmental Regulation for England, Wales, Scotland and N Ireland.
- Excellent knowledge of environmental compliance (particularly waste and water).
- Able to work independently and as part of a team in a fast paced and challenging environment.
- Excellent engagement and influencing skills.
- Excellent administration skills and use of Microsoft office, excel and PowerPoint.
- Experience of ISO 14001:2015 / environmental management systems desired.

VALUES & BEHAVIOURS

Do it **SIMPLY**:

- Improve every day – provide sustainable, workable and lasting solutions to challenges
- Strive for efficiency – work in an uncomplicated manner, using language and terminology that can be understood by all

Do it **WELL**:

- Act safely and responsibly – safety first and at the forefront of everything you do
- Excel at customer service – find solutions that meet, where possible exceed expectations

Do it **WITH PASSION**:

- Perform with pride and purpose – act as a positive role model to others
- Value each other – be open and transparent and respect the views of others

OTHER FACTORS

- The post holder must be able to work flexibly as determined by the business requirements and this will involve travel UK wide. Due to the role being mobile, having a driving license and a vehicle is essential.