

Sustainability Manager Job Specification

JOB TITLE:	Sustainability Manager
FUNCTION:	Business Services
LOCATION:	Edinburgh, Glasgow or Aberdeen
HOURS:	Permanent Full time Monday to Friday
RESPONSIBLE TO:	Head of Sustainability
PURPOSE:	Responsible for developing, implementing and monitoring the environmental performance of the firm on our journey to net zero

1. Main duties and responsibilities:

- Delivery of our carbon reduction plan and net zero commitments, including our proposed application for SBTi accreditation
- Ensuing that all necessary data is collated and tracked
- Assessing data, including tracking our progress, for reporting to employees, clients and regulatory bodies
- Writing internal and external reports, including our annual responsible business report, in addition to responding to client questionnaires and client tenders
- Continuously considering how we can minimise the firm's environmental impact and advising on actions we could be taking
- Responsible for assessing and monitoring third party suppliers regarding the net zero strategy and action plan
- Creating, implementing and monitoring environmental policies and practices

- Raising awareness with, and providing training to employees and actively encouraging best practices
- Working collaboratively with other colleagues in our responsible business
- Engaging with our clients to share information and help to promote the firm's responsible business initiatives
- Keeping up to date with regulations, best practices, market development and horizon scanning

2. Skills and expertise:

- A detailed knowledge of the carbon accounting, emissions reporting net zero calculations as well as understanding the requirements of delivery of a net zero plan is essential. An understanding of the SBTi accreditation process is desirable
- An understanding of the environmental requirements and relevant legislation as applicable to a professional services firm
- Experience working in an environmental workplace is essential and experience from a professional services background is preferred
- Detailed knowledge and understanding of the UN Sustainability Goals
- Excellent communication skills and able to engage with partners, employees, clients and third parties
- Ability to draft clearly understood policies and reports, with attention to detail
- Ability to manage change and influence people's behaviour
- Flexibility as the requirements of the role will evolve

This job specification is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and job holders will be expected to carry out other duties assigned which are appropriate to the position. The duties as described may be altered as necessary by the firm.