**Job Title**: Sustainability Support Officer

**Department:** Sustainability

**Reports to:** Sustainability Data Manager

**Direct Reports:** None

**Main purpose of the job**

* **To support the Sustainability Department in the implementation of the sustainability plan, delivery of our nature recovery and renewable energy plans, engagement initiatives and environmental compliance work.**
* **Support delivery of an environmental management system (EMS), permitting and collation and reporting of sustainability data and renewable energy data.**
* **The role includes data management, organisation and reporting, as well as opportunities to gain insight into wider sustainability and environmental compliance work.**
* To provide administrative support for the sustainability team on core activities related to the sustainability department

**Responsibilities**

**Specific**

* **To collate, record and interpret monthly statistics for environmental observations and incidents from internal staff and contractors.**
* **To record and manage the effective close out of all actions identified in meetings and workshops and make suggestions where appropriate.**
* **To collate, record and report quarterly and annual sustainability metrics and statistics into excel reports for DESNZ and DEFRA.**
* **To collate sustainability metrics and statistics inputs for annual sustainability report on time, in an agreed format and of satisfactory quality.**
* **To support the team in procurement activities relevant to the team through managing accounts and payments using Inbye procurement software and coordinate sustainability input into relevant procurement activities**
* **To support the sustainability and environmental compliance team in providing first line advice and assistance across the organisation regarding EMS procedures, practice and other issues relating to environmental compliance and sustainability.**
* **Support the team in preparing environmental management presentations and statistics as required for management reporting.**
* **Provide support to the Sustainability Department through:**
  + **Managing and maintaining activity kanban board and prompting action where required.**
  + **Supporting the Environmental Systems Manager in managing and maintaining the environmental audit programme**
  + Working with Corporate Programme office to act as Programme Board secretariat including setting up of board meetings, issuing the appropriate information to attendees, capturing the key discussion points and production of outputs from the meeting, including filing of documents.
  + Assisting in the preparation of programme documentation such as reports and key information
  + **Supporting the team lead in optimising ways of working such as team processes, systems and tools.**
  + **Taking minutes to accurately reflect the discussions and actions.**
  + **Providing support to the Principal Renewable Energy Manager with updating of solar generation datasheets. liaising with Site Operations Managers to arrange appointments and analysis of electricity data.**
  + **Raising of requisitions and receipting of goods/services across the sustainability department**

**General**

* To act in accordance with the behaviours and values of the organisation
* To manage your own performance to be accountable for meeting individual, team and corporate objectives
* To act in accordance with the Scheme of Delegation and ensure propriety and regularity in the handling of public funds.
* To actively demonstrate the Mining Remediation Authority’s customer service standards expected of your role
* To comply with and contribute to the improvement of operational and team processes and procedures
* To assist with the preparation and execution of the team’s objectives, budgets and financial records
* To identify opportunities and implement change leading to team development, system improvement and good value for money
* To maintain and develop positive stakeholder relationships to promote the Authority and assist it to meet its objectives
* To support research and development projects
* To ensure that the Authority’s statutory responsibilities are effectively discharged
* To carry out any further reasonable requests from your line manager

**Competencies Level**

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| **Seeing the bigger picture** - has an in-depth understanding and knowledge of how the role fits with and supports The Mining Remediation Authority’s business priorities | **2** |
| **Changing and improving** - responsive, innovative and seek out opportunities for continuous improvement | **2** |
| **Making effective decisions** - objective; uses sound judgement, evidence and knowledge to provide accurate, expert and professional advice in a timely manner | **2** |
| **Leading and communicating** - leads from the front and communicates with clarity, conviction and enthusiasm | **2** |
| **Collaborating and partnering** - creates and maintains positive, professional and trusting working relationships with a wide range of people, within and outside The Mining Remediation Authority, to achieve results | **2** |
| **Building capability for all** - has a strong focus on continuous learning for self, others and the organisation | **1** |
| **Achieving commercial outcomes** - has a commercial, financial and sustainable mind-set to ensure all products and services deliver added value and stimulate growth | **2** |
| **Delivering good value for money** - achieves a good mix of quality and effectiveness for minimal cost and to improve return on investment | **1** |
| **Managing a quality service** - plans, organises and manages their time and activities to deliver a high-quality customer experience | **2** |
| **Delivering at pace** - delivers timely performance, with energy, and taking responsibility and accountability for high-quality outcomes | **2** |

**Person specification**

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| **Job Title:** Environmental Management & Sustainability Support Officer **Department:** Sustainability | | |
|  | **Essential** | **Desirable** |
| **Qualifications and Training** |  | IEMA Certificate or CIEH Level 3 in Environmental Management.  Degree in Environmental Science / Ecology |
| **Experience and Knowledge** | Experience working on a wide range of data management and reporting issues in a specialist support team within a multi-disciplinary organisation. | Good working knowledge of environmental legislation and its application.  Knowledge of / experience in Environmental Science / Ecology/renewable energy with a passion for the subject. |
| **Skills and Abilities** | Good communication skills.  Experienced IT user including ability to use Microsoft Office Suite, in particular Word, Excel and PowerPoint.  Able to manipulate data in an efficient manner using pivot tables and other Excel tools | Knowledge and experience of Atlassian Confluence and Jira software    Knowledge of using databases such as Microsoft Access. |
| **Other** | Willingness to occasionally work away from office requiring overnight stay. | Full UK Driving Licence. |