



Mining
Remediation
Authority

Job Title:	Sustainability Co-Ordinator
Department:	Sustainability
Reports to:	Principal Nature Recovery Manager
Direct Reports:	None
Location:	Remote but connected
Contract Type:	Permanent
Grade:	CA4

The sustainability department co-ordinates and delivers sustainability initiatives to help achieve the organisational sustainability plan. Our portfolio of work is wide and delivered by a large virtual team of people across the organisation. To help achieve common goals, excellent communication and collaboration skills are key.

Working in this team involves engaging internally and externally to ensure that our sustainability goals are progressed through clear, well-defined projects. We do this by providing technical support, guidance and training across a broad range of sustainability matters as well as leading on several key initiatives.

Main purpose of the job

Assist in the delivery of a range of sustainability projects which will cover the broad range of our sustainability plan, including decarbonisation initiatives, nature recovery partnerships, social value initiatives, conservation of waste and resources and delivery of our engagement plan.

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Provide advice and guidance to help embed sustainable principles into our procurement and project management frameworks.

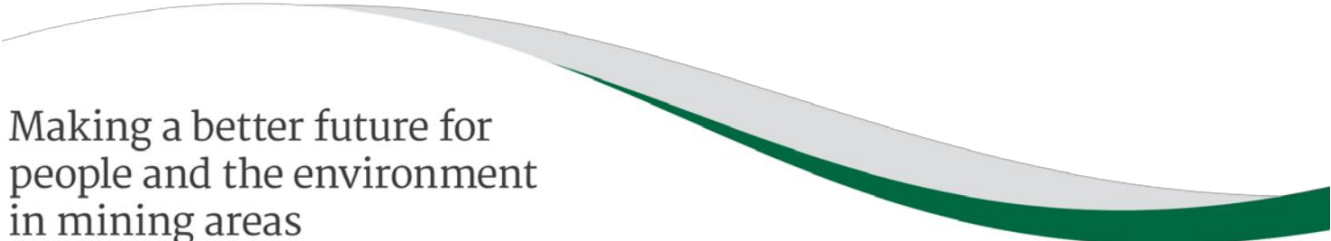
Take the lead for delivery of identified cross cutting initiatives that help to deliver the outcomes of our sustainability plan

Responsibilities

Whilst your role and responsibilities will be many and varied, you will be supported by your line manager and others in the sustainability team as required. We have described below many of the likely elements that you will have the opportunity to get involved with, both as the project lead or fully supported, depending on your experience.

Specific

- Work with sustainability project managers/delivery leads to assist in the delivery of initiatives such as renewable energy, nature recovery surveys and partnerships, social value initiatives, decarbonisation of our operations and waste reduction/resource conservation.
- Work collaboratively across the organisation to provide advice to help embed sustainability into our processes. This will include helping with the development and implementation of a sustainability impact assessment and developing guidance for procurement and project teams, as well as providing ad-hoc advice.
- Act as a sustainability champion and engage others, particularly as we work towards the development of our new sustainability plan. This will involve helping to develop case studies that bring our work to life and maintaining our intranet pages.
- Take the lead on some identified cross-cutting initiatives or projects as specified through the sustainability programme board.
- Support the organisation to work sustainably through co-ordinating and providing advice at sustainability drop-in sessions and contributing to training initiatives.
- Update and contribute to production of regular management status reports to the sustainability programme board.

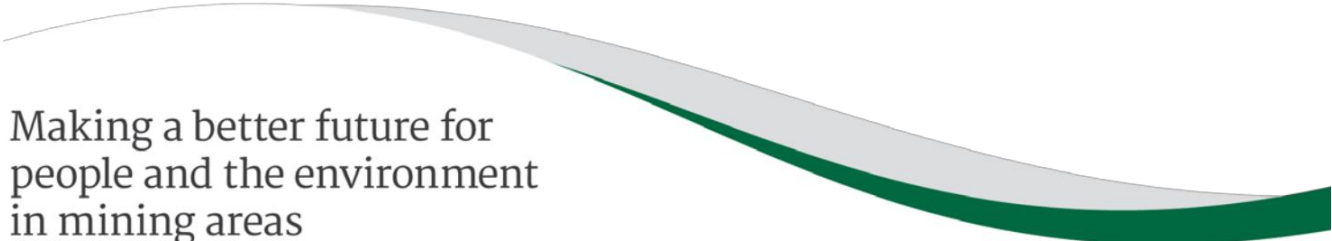
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- Work collaboratively with other teams to find the best solutions, including identification of enhancement opportunities / potential for multiple outcomes / benefits.
- Be proactive in identifying risks and opportunities during project development and delivery, promoting best environmental practice and driving projects towards more sustainable outcomes.
- Collaborate with external partners to aid in the delivery of identified partnership working opportunities.

General

- Act in line with the behaviours and values of the organisation
- Manage your own performance to be accountable for meeting individual, team and corporate objectives
- Act in accordance with the Scheme of Delegation and ensure propriety and regularity in the handling of public funds
- Actively demonstrate the Mining Remediation Authority's customer service standards expected of your role
- Follow and contribute to the improvement of operational and team processes and procedures
- Assist with the preparation and delivery of the team's objectives, budgets and financial records
- Identify opportunities and implement changes leading to team development, system improvement and ensuring good value for money
- Maintain and develop positive stakeholder relationships in order to promote the Authority and assist it to meet its objectives
- Support research and development projects
- Ensure that the Authority's statutory responsibilities are effectively discharged
- Carry out any further reasonable requests from your line manager

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Competencies

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

Changing and improving - responsive, innovative and seek out opportunities for continuous improvement

Making effective decisions - objective; uses sound judgement, evidence and knowledge to provide accurate, expert and professional advice in a timely manner

Leading and communicating - leads from the front and communicates with clarity, conviction and enthusiasm

Collaborating and partnering - creates and maintains positive, professional and trusting working relationships with a wide range of people, within and outside The Coal Authority, to achieve results

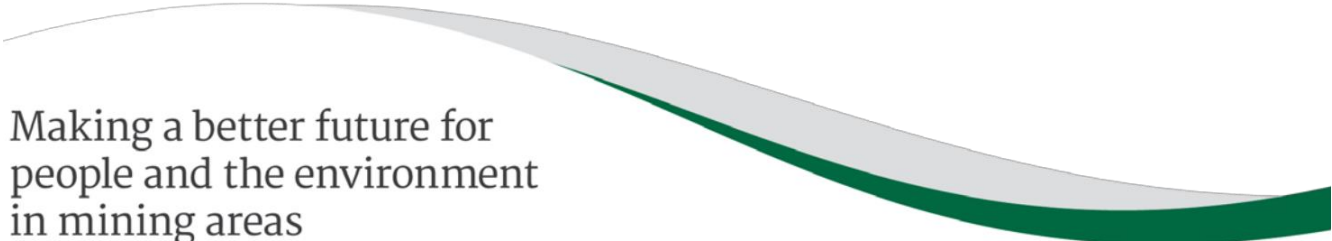
Building capability for all - has a strong focus on continuous learning for self, others and the organisation

Achieving commercial outcomes - has a commercial, financial and sustainable mind-set to ensure all products and services deliver added value and stimulate growth

Delivering good value for money - achieves a good mix of quality and effectiveness for minimal cost and to improve return on investment

Managing a quality service - plans, organises and manages their time and activities to deliver a high-quality customer experience

Delivering at pace - delivers timely performance, with energy, and taking responsibility and accountability for high-quality outcomes

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Person specification

Job Title: Sustainability Co-ordinator		Department: Sustainability
	Essential	Desirable
Qualifications and Training	Able to demonstrate suitable experience for the role, ideally including a qualification in an appropriate discipline	Degree or equivalent qualification in relevant environmental discipline or equivalent experience. Project Management Qualification (APM or similar)
Experience and Knowledge	Experience / working knowledge of sustainability considerations in an operational delivery context Technical knowledge/experience in at least one of the following disciplines • Decarbonisation, including renewable energy • Waste management and circular economy • Nature Recovery • Social Value initiatives • Climate change adaptation	Knowledge of project management processes, tools and techniques Wider experience of Environmental, Social and Governance and sustainability tracking and reporting Knowledge of behavioural change management techniques

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	Experience of engaging and empowering others to deliver sustainability objectives	Experience of working with external stakeholders to deliver environmental projects Experience of using coaching techniques
Skills and Abilities	Able to communicate effectively with a wide range of people. Able to manage multiple priorities to tight deadlines Positive team worker, able to work on own initiative to build effective working relationships with colleagues internally and externally Good research, planning and organisational skills	Ability to engage with external stakeholders including regulatory authorities and statutory stakeholders, to identify key drivers and develop good relationships to avoid blockages and work Full UK driving licence

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