

# **Sustainability Analyst – Job Description**

Function: PMO, HA

Reports to: Head of Programme Management

## **Purpose**

Stannah is a leading stairlift manufacturer committed to integrating sustainability into all aspects of our operations. We believe in the importance of reducing our environmental footprint while simultaneously driving business growth. To support our ongoing initiatives, we are seeking a dedicated **Sustainability Analyst** to join our team to support the charge on sustainability data management, project leadership, and sustainability reporting.

The **Sustainability Analyst** will be responsible for overseeing and managing sustainability initiatives, focusing on data collection, analysis, and reporting related to Scope 1, 2, and 3 emissions, life cycle assessments (LCA), and the use of sustainability metrics and tools. The role requires working collaboratively across various teams to embed sustainability practices and drive measurable change throughout the organization. You will be key in aiding in emission reduction and sustainability improvement opportunities across our organisation.

## **Key Responsibilities**

1. Emission Data Collection and Analysis:
  - a. Lead data collection for **Scope 1, 2, and Scope 3 emissions**, using the **GHG Protocol** framework to ensure accurate and compliant carbon reporting.
  - b. This will involve using established methodologies and tools such as the Greenhouse Gas Protocol, ISO14040, ISO14044 and LCA for Experts (formerly known as GaBi).
  - c. Support with analysing emissions associated with different projects across the company to quantify their environmental impact, as well supporting roll out of the company's new Global ERP to make sure our core system reports the correct data to our HQ.
2. Sustainability Metrics & Reporting:
  - a. Track, report, and present sustainability metrics using tools like PowerBI to inform stakeholders and ensure alignment with the organization's sustainability goals. Monitoring and tracking emission trends over time to identify areas for improvement and assess the effectiveness of the company's sustainability initiatives.
  - b. Lead the preparation of internal and external sustainability reports, ensuring clear communication of key achievements, progress toward goals, and compliance with relevant frameworks (e.g., GRI, CDP, TCFD).
3. Project management:
  - a. Ability to lead complex sustainability projects (with the support of the PMO team), ensuring timely delivery, budget management, and measurable outcomes.
  - b. Experience managing multi-stakeholder initiatives and coordinating with cross-functional teams to deliver results.
4. Collaboration & Stakeholder Engagement:

- a. Coordinate and inspire a network of **sustainability champions** across the organization, fostering a culture of sustainability and continuous improvement.
  - b. Collaborate with internal teams (e.g., operations, supply chain, HR) to drive sustainability initiatives and promote environmental stewardship.
  - c. Collaborate with external stakeholders (e.g., suppliers, industry bodies) to drive sustainability across the value chain, and to exchange information and best practices related to emission reduction efforts or other green initiatives.
5. Compliance & Risk Management:
- a. Ensure compliance with environmental regulations and standards, including certifications (e.g., ISO 14001), while identifying and mitigating potential environmental risks.
  - b. Stay informed about emerging sustainability trends, regulations, and best practices to ensure the organization remains ahead of industry standards.

*This list is not exhaustive and the jobholder will be expected to undertake any duties within their capacity to meet the needs of the business and/or the sustainability function.*

## **Skills and Experience**

- Experience in sustainability-focused roles with an emphasis on data collection, analysis, and reporting of greenhouse gas emissions, preferably in a corporate or industrial setting.
- Familiarity with emission inventory methodologies and protocols, such as the Greenhouse Gas Protocol, ISO 14064, or other relevant standards.
- Experience in the use of data analysis and modelling tools, such as advanced Excel capabilities (advanced formulas, Pivot tables, Power Query, PowerPivot or VBA knowledge), PowerBI, databases, and specialised software for LCA calculations (SimaPro, LCA for Experts or similar).

## **Personal Attributes and Behaviours**

- ✓ Strong analytical skills and attention to detail, with the ability to interpret complex data and draw actionable insights.
- ✓ Excellent communication skills, both written and verbal, with the ability to effectively convey technical information to non-technical audiences.
- ✓ Ability to work independently and collaboratively in a fast-paced environment, managing multiple projects and deadlines simultaneously.
- ✓ Commitment to environmental sustainability and a passion for driving positive change within organisations.

## **Managerial and Supervisory Responsibility**

- No direct reports

## **Relationships**

### Internal

The jobholder will be expected to maintain close and effective personal working relationships at all levels of the organisation. The communication skills required include the ability to communicate technical complex and sensitive information.

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## External

External agencies including suppliers and customers.

## **Education and Qualifications**

- Bachelor's or Master's degree in Sustainability, Environmental Science, Corporate Social Responsibility, or a related field.