



SUSTAINABILITY MANAGER

JOB DESCRIPTION

JOB TITLE:	SUSTAINABILITY MANAGER
BASED:	Rangers Lodge, Hyde Park, London, W2 2UH with travel to all Royal Parks
SALARY:	£39,000 - £44,000 per annum
TERMS:	Permanent contract on a full time basis. 26 days annual leave pro rata, plus Public Holidays. A pension scheme is available.

REPORTING TO: Head of Parks Services

KEY INTERNAL RELATIONSHIPS: Park Services Team, Park Managers and Assistant Park Managers, Estates Team, Events Team, Ecology team, Head of Education and Community Engagement.

KEY EXTERNAL RELATIONSHIPS: Officers and representatives of government departments. Local authorities, professional bodies, non-government organisations, charities, voluntary bodies and members of the public.

EXTERNAL REPRESENTATION: Attends meetings as required, primarily within central government and agencies.

BACKGROUND:

The Royal Parks (TRP) is a charity created to support and manage 5,000 acres of Royal parkland, looking after eight of London's largest open spaces; Hyde, The Green, Richmond, Greenwich, St James's, Bushy and The Regent's Parks, and Kensington Gardens. They also manage other important open spaces in the capital including Brompton Cemetery, Victoria Tower Gardens, Canning Green and Poet's Corner.

JOB PURPOSE:

The post's focus is on developing and managing The Royal Parks Sustainability and Green housekeeping programmes and overseeing the delivery of efficiencies in utility consumption within The Royal Parks. The post will identify opportunities for the strategic development of sustainability in The Royal Parks and it will support and drive the progression and delivery of these through the Sustainability Action Plan. The post will lead on behavioural change initiatives related to sustainability across the Royal Parks. The post also leads on the day-to-day management and review of the corporate business continuity plans.

MAIN DUTIES/RESPONSIBILITIES

Strategy and Policy

- To lead on the formulation of sustainability strategies and policies for TRP, e.g., energy and green procurement policies.
- To lead the development and operation of the TRP environmental management systems including setting standards.
- To lead on the review of TRP utility and resource management.

Environmental Monitoring

- To support the implementation by TRP and its agents of agreed environmental standards.
- To ensure TRP is compliant with environmental legislation.
- To compile and manage records of each environmental initiative operated by TRP.
- To work with TRP staff, consultants and others to introduce and maintain environmental management information.

ISO 14001 and The Royal Parks Operations

- To manage ISO 14001 processes and systems. To prepare and review documentation and undertake internal TRP audits to prepare the organisation for ISO 14001 external assessments.
- To work with Park Managers, other officers and consultants to maintain ISO 14001 accreditation.
- To assist with the introduction and maintenance of effective 'green housekeeping' and operating practices throughout TRP. This to include the operations of TRP contractors, concessionaires and partners including the delivery of contracts, e.g., landscape maintenance and the operation of major events and catering concessions.
- To assist managers with the investigation of environmental incidents, make recommendations and seek subsequent improvements/changes to management systems.

Projects and Initiatives

- To own the development and delivery of the Sustainability Action Plan working with park teams and specialists across the organisation to drive initiatives across all business areas.
- To formulate an investment programme for reducing energy consumption and environmental pollution e.g., combined Heat and Power plant and review service accounts to seek cost savings.
- To provide a consultancy service for project teams in TRP which gives advice and acts as an assurance on achieving best environmental practice.
- To seek opportunities for external funding for sustainability initiatives, submit grant applications, manage grants, and be responsible for reporting, monitoring and evaluation.

Communications/Partnerships

- To lead on communications on environmental activities.
- To promote environmental awareness across TRP and its agents.
- To assist the TRP Head of Education & Community Engagement with education outreach, and the Head of Communications with publicity, behavioural change and interpretation initiatives.
- To promote TRP in the field of sustainable good practice.
- Provide responses on behalf of TRP to consultations and external policy reviews.
- Develop partnerships and relationships with relevant organisations.
- To work with consultants and partners, such as Local Authorities and recycling organisations, to develop energy and waste reduction programmes.
- To be alert to opportunities for fund raising for sustainability projects and apply for funds from grant and other providers.

Business Continuity

- To lead on the review of TRP business continuity plans and to update these as required.
- To engage and co-ordinate with TRP staff and stakeholders on the testing and delivery of TRP business continuity plans.

General

- To be aware of his/her responsibilities as described in the TRP Health & Safety Manual and summarised in the Health & Safety Handbook and in particular to implement the policy in their area of responsibility.
- To ensure that Health & Safety issues receive the same priority as other management tasks.
- To undertake other related duties as appropriate.

PERSON SPECIFICATION

COMPETENCIES / SELECTION CRITERIA	Essential/ Desirable
STRATEGIC CLUSTER – SETTING DIRECTION	
Seeing the Big Picture	
A qualification at degree level in a relevant discipline e.g., environmental sciences combined with broad experience of undertaking environmental management and improvements in public and/or private sector operations.	E
A sound understanding of technical matters relating to environmental management and the public sector and of the opportunities for improvements.	E
Membership of an appropriate professional institute e.g., Institute of Environmental Management and Assessment.	D
Changing and Improving	
Ability to establish and manage effective networks and team working both within and outside TRP, including motivating and training.	E
Making Effective Decisions	
Ability to think creatively and to use initiative to solve problems in potentially variable and diverse situations.	E
PEOPLE CLUSTER – ENGAGING PEOPLE	
Leading and Communicating	
Excellent communication, interpersonal and negotiation skills and able to communicate well at all levels both within and outside of TRP.	E
Collaborating and Partnering	
The ability to share knowledge and skills with colleagues (including volunteers) and to contribute to the development of team skills.	E
PERFORMANCE CLUSTER – DELIVERING RESULTS	
Achieving Commercial Outcomes	
Able to identify customer needs and to work to improve service delivery.	E
Delivering Value for Money	
Knowledge and experience of energy and utility management and determining the scope for efficiencies and cost reduction.	E
Managing a Quality Service	
Good understanding and awareness of environmental legislation and factors relating to managing and improving open spaces.	E
A good knowledge and competence in using IT packages, including the Microsoft Office suite (especially Excel) and prepared to learn new packages as required.	E
Delivering at Pace	

Able to demonstrate a highly motivated, flexible and innovative approach to work and produce high quality and accurate work to set deadlines. Show excellent time management skills and be able to plan and prioritise work accordingly. Able to organise meetings and visits.	E
SPECIFIC ROLE COMPETENCIES	
A valid current UK driving licence.	D