

**Associate Partner Sustainability**

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| **Job Title:** | Associate Partner Sustainability | **Date:** | 17/06/2020 |
| **Reporting Line:** | Associate Partner Environment | **Salary:** | Grade 6£26,999 - £30,507 |
| **Team:** | Finance, Planning & Procurement | **Business Area:** | Corporate Support |

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| JOB PURPOSE |
| To assist the Greater Manchester Fire & Rescue Service’s Associate Partner Environment in delivering the sustainability strategy, associated policies and supporting programmes.In this role, you will be expected to support the Associate Partner Environment in promoting initiatives within the service to reduce its impact on the environment and mitigate climate change.The role holder will have specific responsibility for maintaining the Environmental Management System including maintaining ISO 14001 certification and will be responsible for managing utility budgets. The role holder will be required to present reports and business cases in support of the sustainability strategy, gathering complex information from a range of stakeholders.The role holder will work collaboratively across the directorate engaging with internal customers, clients and stakeholders to provide internal focused consultancy, support and guidance.  |

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| **KEY RESPONSIBILITIES**  |
| * Managing, maintaining, monitoring and developing the Service’s Environmental Management System (EMS) in line with ISO 14001 standard
* Undertaking a programme of internal audits to assess compliance with environmental legal requirements
* Overseeing corrective and preventative actions to close off non-conformances and ensure continuous legal compliance
* Maintaining up-to-date knowledge and updating the organisation on the impacts of new or upcoming environmental legislation and defining and implementing procedures or projects to ensure compliance is achieved
* Management of utilities supply contracts
* Setting utility budgets at an organisation and department level. Forecasting energy consumption modelled on historic data, planned improvements and weather. Monitoring and reporting utility consumption
* Energy benchmarking analysis of buildings to help target investment in energy efficiency measures
* Identifying and developing business cases for energy efficiency investments, and project management of energy efficiency investments in liaison with internal departments and external stakeholders
* Collecting ,manipulating and analysing data to support the tracking of sustainability Key Performance Indicators (KPIs)
* Policy development and implementation, including consultation exercises with relevant stakeholders
* Project Management of initiatives and campaigns (from conception to delivery) to promote behaviour change within the organisation
* Delivery of training to internal staff and external partners
* Providing support and guidance to a network of Environmental Champions
* Promote staff awareness of national campaigns (i.e. Bike to Work Week, Fair Trade fortnight, Big Energy Saving Week, World Environment Day etc.)
* Writing and submitting applications for external grant funding up to a value of £20,000 and involving multiple stakeholders
* Preparation of award entries to promote and grow the Service’s achievements in the sustainability field
* Researching potential cost efficiencies and sustainability benefits through adoption of new policies, technologies or other environmental initiatives
* Responding to staff enquiries relating to sustainability, and actively soliciting feedback and suggestions from all members of the organisation

**General*** Identify and contribute to upskilling opportunities for colleagues within and beyond the directorate
* Build effective relationships with clients, customers and key stakeholders
* Where required, coach managers to develop effective people management skills, and provide guidance and support on the use of systems and tools to enable them to manage their own people processes directly
* Review key performance indicators to identify and address issues arising, spot trends and take appropriate action to learn, share and improve
* Seek feedback and elicit wider priorities to support, and enable colleagues to meet the needs of the organisation
* Proactively contribute to continuous improvement of systems and processes to ensure procedures, policies and guidance are updated in line with legislative and social changes
* Develop on-going communication and engagement channels and methods to keep the wider directorate team, internal and external customers up to date
* Provide positive challenge to colleagues across the organisation in considering how things can be done better and more effectively
* Conform to the requirements of the Environmental Management System
* Work flexibly across the directorate, deployed as required

**NB:** This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required. |
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| **KNOWLEDGE, SKILLS AND EXPERIENCE** |
| **Education, Qualifications and Associations****Essential*** Educated to Degree level in Environmental Science or related discipline or equivalent experience
* Evidence of continuous professional development

**Desirable*** Membership of the Institute of Environmental Management and Assessment (IEMA)
* NEBOSH Certificate or equivalent

**Essential Knowledge and Experience*** Specialist knowledge and understanding of issues, concepts and principles relating to sustainability and the environment
* Knowledge of environmental management systems, energy efficiency and carbon footprinting
* Up to date knowledge of relevant British and European legislation, statutory requirements and good practice
* Previous experience in collating data and manipulating/interpreting data to form sound and well evidenced conclusions
* Post qualification experience in a similar role

**Desirable Knowledge and Experience*** Experience of working to a recognised standard for environmental management, such as ISO 14001 or BS8555
* Knowledge and experience of environmental audit and investigation techniques
* A keen and demonstrable personal interest in environmental issues
* Proven ability to stimulate behavioural change in others through environmental campaigns and initiatives

**Skills & Behaviours** * Excellent communication, negotiation and influencing skills
* Ability to prepare reports dealing with complex technical issues
* Ability to understand a wider range of projects simultaneously
* Ability to work to deadlines
* Committed to continuous improvement
* Team player
* Excellent organisational, communication and ICT skills
* Ability to collate, critically appraise and present information from a range of sources using excellent analytical skills
* Good verbal and written communication skills, including report writing, presentation and facilitation, able to advise/influence at all levels
* Ability to convey often complex information and guidance in a clear and understandable manner appropriate to the recipient
* Ability to use a wide range of ICT systems
* Acting as a role model for the directorate
* Able to work flexibly and independently, covering other areas of department as required
* Willingness and ability to travel across county and work from other sites when required
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**Corporate Duties**

Avoid any behaviour which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.

Safeguard at all times confidentiality of information relating to staff and pensioners.

Refrain from smoking in any areas of Service premises.

Behave in a manner that ensures the security of property and resources.

Abide by all relevant Service Policies and Procedures.

**Records Management/ Data Protection -** As an employee of the GMCA, you have a legal responsibility for all records (including employee health, financial, personal and administrative) that you gather or use as part of your work with the Service. The records may be paper, electronic, audio or videotapes. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

**Confidentiality and Information Security -** As a GMCA employee you are required to uphold the confidentiality of all records held by the GMCA, whether employee records or GMCA information. This duty lasts indefinitely and will continue after you leave the GMCA employment. All employees must maintain confidentiality and abide by the Data Protection Act.

**Data Quality -** All staff are personally responsiblefor the quality of data entered by themselves, or on their behalf, on GMCAs computerised systems or manual records (paper records) and must ensure that such data is entered accurately and, in a timely manner, to ensure high standards of data quality in accordance with Departmental protocols.

To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act.

**Health and Safety -** All employees of GMCA have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable GMCA to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Service’s undertakings.

**Service Policies -** All GMCA employees must observe and adhere to the provisions outlined in these policies.

**Equal Opportunities -** GMCA provides a range of services and employment opportunities for a diverse population. As a GMCA employee you are expected to treat all employees / partners / members of the public and work colleagues with dignity and respect irrespective of their background