

## Sustainability Manager

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<b>Department:</b>	Cabinet Office	
<b>Division:</b>	Chief Ministers	
<b>Reports to:</b>	Head of Delivery & Improvement Programmes	
<b>JE Ref:</b>	CB1020.1	
<b>Grade:</b>	CS13	<b>JE Date:</b> 29/06/2023

### Job purpose

The Sustainability Manager is responsible for the delivery of the Government of Jersey Decarbonisation Programme as well as strategically leading wider sustainability initiatives across the organisation. This role will facilitate the organisation to embed sustainability more widely across its working practices as well as managing projects and programmes with the correct levels of governance and controls to ensure they are delivered successfully.

### Job specific outcomes

- Lead delivery of corporate programmes to achieve a set of business outcomes and objectives for a complex environment.
- Provide strategic leadership to which initiatives are recommended to the board and how these are managed to ensure benefits are driven through delivery.
- Co-ordinate and run the programme boards and complete all required programme governance.
- Lead work in identifying key areas across government which require increased sustainability, and support departments to put in place plans to achieve this. This will require strategic skills to analyse where we should be exercising effort across the organisation to meet objectives in the most effective way, balancing cost, impact and cultural considerations.
- Act as an ambassador for sustainability across the organisation and lead an education and engagement plan. Influence appropriately at Senior Leadership level to ensure sustainability is given the recognition and importance it requires.
- Create and monitor clear KPIs for departments against carbon usage and wider sustainability.
- Create and inspire a network of sustainability champions and leaders within departments to embed best practice more widely.

- Develop the professional reputation and capability of the sustainability team, leveraging from expertise across and outside the organisation
- Work closely with supporting functions such as procurement, CPMO, Strategic Planning and Strategic Finance to ensure sustainability is considered appropriately in decision making across the organisation and people have the tools and skills to do this.
- Responsibility for sustainability reporting across the organisation including the Sustainability Report in the Annual Report and Accounts.
- Develop good links and flow of information between this area and the Strategy & Innovation team in SPPP, who lead on the wider Carbon Neutral Roadmap. Leverage from expertise within this team to benefit wider organisational sustainability.

### Statutory responsibilities

Active engagement, participation, and compliance with other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly support someone who is standing for election or playing a public part in any political manner.

## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<p>Educated to degree in a subject with a high degree of analytical or numerical content, or demonstrate such a level of equivalent qualifications and experience (Masters' level)</p> <p>Holds a recognised programme or project management qualification (e.g. MSP, PRINCE2, AGILE, Lean, etc.) or equivalent experience</p>	Evidence of continuing professional development

<b>Knowledge</b>	Knowledge of programme management methods and tools, selecting appropriately from plan driven/predictive approaches or more adaptive (iterative and agile) approaches	Understanding of ESG / sustainability initiatives in large corporates or governments
<b>Technical / Work-based Skills</b>	<p>Skilled in control procedure and ensures that the project/programme deliverables are completed within agreed cost, timescale, and resource budgets, and are signed off</p> <p>Confident in managing, analysing and presenting quantitative data</p> <p>Advanced working knowledge and proficiency in all Microsoft Office packages (e.g. word processing, spreadsheets, e-mail and internet use)</p>	
<b>General Skills/Attributes</b>	<p>Excellent interpersonal skills</p> <p>Ability to build and manage effective stakeholder relationships</p> <p>Able to negotiate with partners for the supply of products and services, ensuring they are fit for purpose, conform to applicable standards, represent value for money and contractually meets organisational needs</p>	
<b>Experience</b>	<p>Programme management experience within a similar organisation of similar size.</p> <p>Organisational and change management</p>	<p>Delivery of sustainability / ESG programmes or projects elsewhere – especially carbon reduction</p> <p>Experience in/with energy sector</p>



Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey Tier 4 core accountabilities attributes and behaviour indicators.