

Sustainability Officer – Business Transformation

UKGBC is seeking a passionate, knowledgeable and professional individual to work primarily with businesses in order to help achieve our vision of a built environment that enables people and planet to thrive.

The role will deliver activities intended to provide businesses with the tools and guidance they require to radically improve the sustainability of the built environment. This will involve engaging with members and other stakeholders on UKGBC activities, conducting research, writing outputs and working on related research to inform our political advocacy.

This role will specialise in the topics of waste, resources and embodied carbon but will also be involved in other areas of UKGBC’s business transformation work.

Part 1 - Company Overview

UKGBC is an industry-led network with a mission to radically improve the sustainability of the built environment. It is a charity with over 400 member organisations spanning the entire value chain, we represent the voice of the industry’s current and future leaders who are striving for transformational change.

We inspire, challenge and empower our members, helping them to identify and adopt the most sustainable, viable solutions. We also engage our members in advocating a progressive message to government, informing and influencing policy.

Our vision is a built environment that enables people and planet to thrive by:

- Mitigating and adapting to climate change
- Eliminating waste and maximising resource efficiency
- Embracing and restoring nature and promoting biodiversity
- Optimizing the health and wellbeing of people
- Creating long-term value for society and improving quality of life

Part 2 Job Description

Job title	Sustainability Officer
Department	Business Transformation
Line Manager	Alastair Mant, Head of Business Transformation
Location	UKGBC Offices, The Building Centre, 26 Store Street, London, WC1E 7BT

Purpose of job	Scope of job (dimensions)	
Work with UKGBC members and other industry stakeholders in order to understand and evaluate their sustainability impact and evaluate their commitment and performance across key impact areas. It will support the creation and promotion of UKGBC’s activities and tools aimed at transforming the industry to achieve radical sustainability improvements.	People (eg. headcount)	Reporting to role: 0 Same job title holders: 0 Team members: 5
	Financial (eg. budget)	No direct budget responsibility
	Other	

Job Description

This role is industry-facing, involving substantial interaction with UKGBC's business members and political stakeholders.		
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Principal Accountabilities (e.g. key responsibilities and projects)
<p>Business transformation activities (circa. 60% of time)</p> <ul style="list-style-type: none"> • Coordinate and administrate business transformation activities (workshops, meetings, projects etc) for members in line with UKGBC's long term strategy and annual operating plan • Conduct desktop research, analyse findings and write outputs (eg case studies, blogs, reports etc) and contribute to effective ways of storing and sharing the findings across the UKGBC team, across the membership and beyond • Engage with members and other stakeholders via phone, email and meetings regarding specific UKGBC activities • Keep up to date on topics of expertise and act as the point of reference for them within UKGBC <p>Policy support (20%)</p> <ul style="list-style-type: none"> • Analyse and track government policy positions across key topics of waste, resources, and embodied carbon • Prepare for and attend meetings with government officials and other key stakeholders • Input into policy roundtables and workshops • Contribute to written responses to policy consultations <p>Member engagement (10%)</p> <ul style="list-style-type: none"> • As with all UKGBC staff, support member engagement and recruitment activities, demonstrating insights into the business drivers for sustainability and helping to ensure members extract maximum value from UKGBC membership. <p>UKGBC team activities and personal development (10%)</p> <ul style="list-style-type: none"> • Take part in regular meetings and away days related to UKGBC operations and workstreams • As part of the UKGBC Green Team help ensure the organisation meets its own sustainable operation goals • Undertake training, including on UKGBC's own education courses, to ensure professional development

Decision making authority (eg strategy – impact on business; customers/stakeholders; people – leadership and teamwork; process – operational effectiveness and controls)
<p>Without reference</p> <ul style="list-style-type: none"> • Administration • Research methods <p>With reference</p> <ul style="list-style-type: none"> • Programmatic decisions • Budgeting and expenditure

Job Description

- Project management
- Knowledge management
- Delivering project outputs
- Tracking project outcomes and impact
- Member recruitment and engagement

Key competencies	
Essential	Desirable
<ul style="list-style-type: none"> - Professional, confident and well presented - Strong project management capabilities - Strong research and analytical skills and data-driven thinking - Excellent verbal and written communication skills, and comfortable by phone, email and face to face - Strong presentation skills - Competent use of standard Microsoft Office programs including Word, Excel and PowerPoint - Very good attention to detail - The ability to work under pressure and to tight deadlines, juggling multiple projects and multi-tasking in a busy and ambitious team - Native or bilingual proficiency in both spoken and written English - Enthusiasm and resilience 	<ul style="list-style-type: none"> - Ability to think creatively to solve problems and deliver positive impact

Knowledge, experience and qualifications (<i>minimum requirements for the job</i>)	
Essential	Desirable
<ul style="list-style-type: none"> - A bachelors or master's degree either in a sustainability or built environment subject - 2-5 years' experience working in the built environment industry / sustainability sector - Significant experience in at least one of waste and resources or embodied carbon - Strong understanding of corporate sustainability and a good technical understanding of sustainability in the built environment 	<ul style="list-style-type: none"> - Trained in qualitative, quantitative and digital research methods - Experience using Salesforce or another CRM system - An interest or understanding in system change / business transformation - A personal interest in environmental and social issues

Terms & Conditions

Place of Work: Building Centre, 26 Store Street, London WC1E 7BT

Hours of work: 37.5 hours, normally 9am – 5.30pm

Job Description

Holidays: 28 days per annum pro rata, plus public holidays.

Salary & benefits: Industry competitive salary. Benefits include enhanced pension contributions and health plan.

Length of contract: Permanent

Start date: From October 2018

Apply by the end of Thursday 4th October by sending to alastair.mant@ukgbc.org a copy of your CV and a covering email explaining in no more than 250 words why you would like to work at UKGBC and why you would be great in this role.