

Job Description

Job Title	Sustainability Manager
Hours per week	36 hours per week
Department	Policy and Technical
Reporting to	Head of Policy and Technical
Number of employees managed	Direct reports: 0
Budget responsibility	The post-holder will have no direct budget responsibility but as a senior leader will contribute to the overall delivery of the Director's revenue and expenses management.

Job Summary

The Sustainability Manager will be responsible for leading the advice on the development of public sector global sustainability including sustainability reporting as part of CIPFA's international support for the sector.

Sustainability will encompass not only climate related issues but the range of sustainability issues as set out in the UN's Sustainable Development Goals (SDGs).

This role will make recommendations on CIPFA's strategy and deliver key initiatives to secure CIPFA's role as a global public sector leader on sustainability and provide expertise on this topic.

Key Responsibilities:

1 Operational

Lead on the development of public sector sustainability reporting internationally, creating and maintaining tools, frameworks, guidance for use by the public sector globally.

Develop and maintain, with input from stakeholders in the UK local government detailed sustainability reporting guidance for UK local authorities.

Lead CIPFA's response to financial reporting issues associated with sustainability, to include environmental issues as well as sustainability as defined by the SDGs.

Ensure that CIPFA's sustainability strategy aligns with and is integrated into the overall business strategy and planning process

Monitoring relevant environmental and social regulation, to develop external reporting in line with good practice and regulatory requirements and keep abreast of new reporting guidance from the IFRS Foundation, GRI, SASB, IPIECA and other relevant standards

Engaging with and responding to key external stakeholders on sustainability issues e.g. standard setting organisations, multilateral organisations and international governments

Lead the internal engagement with other parts of the business, detailing touch points and agreeing ownership of relationships/process to ensure that sustainability products and services are cohesive with other products and services offered by CIPFA.

Contribute market and customer intelligence/data to inform new product and service developments. Lead customer engagement proposals with the relevant CIPFA product leads. Maintain a strong understanding of customer needs and ensure that these are reflected in both the content and the way in which content is accessed.

Provide advice to CIPFA management on sustainability reporting as part of its external reporting process, to enable CIPFA to be an exemplar for the sector

2. GENERAL RESPONSIBILITIES

Prioritise own time and resources in such a way as to maximize both the quantity and quality of deliverables in relation to CIPFA's Business plan. Ongoing monitoring of subscriber levels in line with the business plan with evidence of corrective action where necessary.

Develop and nurture close working relationships to ensure cohesive and cooperative working practices across CIPFA.

Ensure products and services are delivered to an agreed high standard and meet all quality criteria including ISO accreditations, data protection compliance regulations etc as appropriate.

Produce management information and other reports as required by the Head of Policy & Technical and/or the Divisional Director of Public Financial Management.

Person Specification

QUALIFICATIONS

Educated to a Degree level ideally in a science, environmental or other relevant discipline. Or equivalent specialist knowledge. **Essential**

Relevant post graduate qualification/ or equivalent experience in a similar work environment **Essential**

EXPERIENCE

Substantial previous experience in the development of sustainability strategies or frameworks. **Essential**

Confidence and experience in advising on sustainability at all levels in an organisation and with external stakeholders **Essential**

Demonstrable experience of effectively managing projects. **Essential**

Demonstrable experience of interpreting complex data, undertaking analysis of data and using this information to draft reports for a variety of audiences **Essential**

KNOWLEDGE AND SKILLS:

Strong theoretical and practical knowledge of global environmental standards and frameworks and Sustainable Development Goals **Essential**

Substantial technical knowledge across environmental, social, governance topics including but not limited to climate, human rights, biodiversity, social responsibility and water. **Essential**

Ability to work effectively with internal and external stakeholders across technical and non-technical functions in the private, public and non-profit sectors **Essential**

Able to effectively lead, direct and integrate work with others and manage tasks through to completion **Essential**

Practical experience of public sector change management **Desirable**

Proven project management skills **Essential**

Computer literate with a thorough knowledge of Microsoft office packages **Essential**

Personal Attributes

Ability to work independently, demonstrating a proactive approach, delivering to tight deadlines.	Essential
Strong written communication skills, with the ability to deliver effective face to face and online presentations	Essential
Ability to manage multiple stakeholders, taking a collaborative approach to working with others	Essential
Excellent attention to detail and accuracy	Essential
Flexible approach and attitude	Essential
Commitment to customer care, quality of service and promotion of the CIPFA brand	Essential