



Job Description

Sustainability and Business Excellence Manager

(6 months temporary cover)

Division: HR / Business Excellence

Team: HR

Responsible to: HR Business Partner

Last Updated: 01 March 2019

At the Edinburgh International Conference Centre our vision is:
to create an environment which inspires ideas that change the world

Primary Function:

As our clients become increasingly concerned with the environmental impact associated with their events, the Sustainability and Business Excellence Manager (SBEM) position is integral in supporting the EICC on its journey to becoming the most sustainable conference centre in the world. The SBEM position is responsible for championing, planning, developing and implementing a strategy to improve environmental sustainability within the EICC. The SBEM will drive, support and direct our “Plan-it Green”™ sustainable events programme, comprising of committed stakeholders throughout the EICC. The position will also involve the co-ordination and management of our standard operating procedures, internal and external audits (including the globally recognised environmental standard ISO14001) and our EFQM Excellence Model.

Key Responsibilities:

- Planning, developing and implementing a strategy to improve environmental sustainability within the EICC
- Schedule, plan and execute compliance audits in accordance with both ISO and Company requirements
- Drive and direct our Plan-it Green programme and all associated projects
- Define and agree quality and environmental targets, measurements with leadership and management team for continued review and measurement
- Continually measure, analyse and monitor our sustainability performance
- Advise, assist and support actions necessary in continual improvement of business processes and best practices
- Ensure full compliance with environmental legislation and all associated initiatives
- Co-ordinate and support on all aspects of ISO 9001 and ISO 14001 management standards and our other accreditations/certifications

- To liaise with managers and business partners to ensure that we collectively perform efficiently and deliver true business benefits, implementing changes as part of a continuous improvement methodology
- Completion of regular reports to be shared with the wider team
- To be able to liaise and communicate with senior management and our external partners, including our PR teams focussing on our key green issues

Personal Attributes:

The post holder will ideally possess the following personal attributes;

- Self-motivated and driven with the ability to work autonomously
- Excellent presentation skills
- Attention to detail and high organisational skills
- Excellent inter-personal skills
- Ability to prioritise workloads and adapt to changing demands
- Analytical mindset

Key Selection Criteria:

- Experience in sustainability and/or environmental strategies/projects
- Involvement in reporting against external frameworks and standards
- Knowledge of ISO 9001 and ISO 14001 management standards
- Excellent oral and written communication skills
- Ability to multi-task and work on several projects at the same time, track progress and report back in a clear and concise manner
- Experience in change management
- Work independently and proactively to achieve required outcomes
- Ability to establish effective working relationships at all levels
- Flexibility to operate effectively in a team working with a constantly changing workload
- Proficient use of Microsoft Office and excellent IT skills
- Strong and proactive team player who is willing to be flexible with their time to meet the needs of the business and our clients
- Ability, enthusiasm and interest to manage and contribute to EICC team and all associated projects
- (Desirable) IEMA Membership

Acknowledgement:

This Job Description may be subject to periodic review, and Team Members will be expected to take on such variations as are consistent with the level of responsibility and function of the role.