

Port of London Authority

Job Description

1. JOB DETAILS

DEPARTMENT

Job Title : Senior Advisor
(Environment and Sustainability
Governance)

Reports To : Head of Environment

Date : August 2019

Grade : 4

2 JOB PURPOSE

To advise the PLA Board and ExCo and to lead on the approaches to reducing the PLA's energy, carbon waste and water usage and approach to increasing use of renewables in order to reduce overall resource usage of the estate and investment portfolio.

To lead on maintaining the PLA's ISO 14001 environmental accreditation and create improvements in line with existing PLA policy commitments.

To collate and publish measures and report sustainability and environmental governance and compliance to PLA staff and board.

3 JOB DIMENSIONS

Financial

1. Staff Establishment
2. Expenditure
3. Paybill Costs
4. Budgeted Revenue
Deputise for the Head of Environment for budgetary duties
5. Investment

Staff Responsibilities

1. Direct
2. Indirect
Deputise for the Head of Environment for management of Technical officers

4 ORGANISATION CHART ATTACHED

5 KNOWLEDGE, SKILLS AND EXPERIENCE

Educated to degree level with a postgraduate qualification in a relevant discipline such as Environment Management or Sustainability. Holding Chartered membership of an institution recognised by the Society of Environment, ideally Institute of Environmental Management and Assessment

(CIEMA) or Institute of Water & Environmental Management (CIWEM) or Institute of Water (CIWater).

At least 4 years experience in leading businesses through ISO 14001(EMS) accreditation and management of environment management systems, including some auditing experience and training.

Thorough experience of collating, manipulating and using the environmental data and sustainability reporting, including knowledge of lifecycle approach in business. Ability to lead on relevant projects

Knowledge of Natural Capital Accounting approach and use of relevant data within reporting and annual accounts.

Excellent communication and influencing skills, with the ability to communicate complex information to both technical and non-specialised audiences.

6 KEY ACCOUNTABILITIES

Lead on the promotion of the PLA's position as an exemplar of environmental best practice, sustainability and management through research, data collection and publication. Influence and network building with stakeholders and peers at a senior level.

Lead on the consideration and implementation of PLA environmental improvements in waste, plastics, sustainability and resource use throughout the PLA's estate and operations, including afloat activities.

To deliver the relevant policies and documentation to maintain ISO 14001(EMS) accreditation and report to the PLA Board on the environmental performance criteria and strategies, including natural capital and resource use.

Develop audit schedules to maintain oversight of the performance and high risk activities for compliance and accreditation. Be personally accountable for the consideration of external assessor and implementation on the board.

Manage and maintain internal committee(s) to engage cross departmental environmental awareness and improved culture, including leading on the continual improvement in the PLA's environmental performance. To lead on the coordination of volunteer and engagement days or activities for staff.

Provide technical support to PLA Departments regarding legal compliance and best practice for environment and sustainability governance and resource use in internal projects and activities including procurement in line with PLA's policy.

Lead and champion environmental improvements through the Investment Plan and within the PLA's estate and in tenanted spaces or offices that the PLA manages under contractual arrangements.

Lead in developing projects and initiatives to ensure the PLA and its contractors are compliant with the relevant environmental and sustainability governance,

performance reporting and government policy.

To lead initiatives to develop the PLA's environmental culture, including reporting of to internal hazard observations, near misses incidents and monitoring in this regard. To assist in advice for PLA's response to external incidents.

To advice internally on relevant legislation and best practice as they affect the PLA's duties, operations and interests.

To develop policies for the PLA and report to the board on performance under stated aims and objectives of those policies.

These duties are neither exclusive nor exhaustive and the postholder may be expected to undertake other duties and responsibilities as directed by the Head of Environment.

7 COMMUNICATIONS AND WORKING RELATIONSHIPS

Advise the PLA and other stakeholders at a senior level on all environment and sustainability matters to ensure that the PLA delivers high quality, costs effective and stakeholder services and regulatory functions.

Report the performance and legal compliance to the board and exco and recommend improvements.

Report performance measures, compliance and statistics to a non technical audience in publications including the Environment Report, news articles and website content for both internal staff, stakeholders and peers.

8 DECISION MAKING AUTHORITY

In line with any delegations authorised by the PLA and commensurate with the nature and grading of the post.

9 REPORT PREPARATION

Correspondence with a wide range of stakeholders at a senior level, including responses to formal consultations.

Formal reports for the PLA of Environmental & Sustainability Governance and performance, best practice and submissions of compliance.

Preparation and presentation of papers for the Board and EXCO on all matters related to Environment & Sustainability Governance, i.e. energy, carbon and waste strategies or policy commitments such as sustainable procurement, greener fuels and renewables.

10 HEALTH & SAFETY

- All staff are responsible for complying with rules and regulations governing employment by the PLA and are obliged to assist the PLA to comply with all statutory and regulatory provisions, including a duty of care for their own health and that of others.
- You will be tested for alcohol and drugs in all cases where you have had any involvement in a workplace accident or in any incident that has caused or could have caused a danger to health or safety. Testing will also be carried out where management has grounds to believe or suspect that you may be under the influence of alcohol or drugs. This is known as 'for cause' drug or alcohol testing
- Random alcohol and drug testing will be carried out on all members of staff.

11 AUTHORISATION DETAILS

Prepared By ____Tanya Ferry_____ Date _____

Authorised By ____James Trimmer_____ Date _____

12 JOB HOLDERS RECEIPT

Name _____ Date _____

Signed _____ Date _____