

**JOB DESCRIPTION**

**Job Title:** Sustainability Manager

**Department:** Sustainability Team

**Responsible to:** Head of Innovation and Improvement

**Responsible for:** Sustainability Team

**Role Purpose:**

The Sustainability Manager will play a pivotal role in supporting Hillcrest to achieve its strategic ambition of becoming a net zero organisation. The postholder will contribute at a senior operational level, providing leadership of a multi-disciplinary Sustainability team to develop decarbonisation initiatives and integrate sustainable practices across our operations. You will collaborate with internal and external stakeholders to foster a culture of sustainability, drive initiatives that enhance the energy efficiency of our housing stock and engage with residents to promote sustainable living practices.

**Main Duties:**

**Strategy and Service Delivery**

* Lead, motivate and develop staff to create and maintain a high performing, highly competent and participative Sustainability team.
* Lead the development, implementation and review of a comprehensive Net Zero Strategy.
* Work with departments to identify and manage innovative carbon reduction initiatives, including co-ordinating feasibility studies, business cases, and direct project management.
* Work closely with Senior Managers from Asset Management, Maintenance and Development to develop a wider knowledge of Hillcrest buildings, enabling the identification, prioritisation and programming of domestic and non-domestic retrofit initiatives.
* Oversee inter-disciplinary project teams to deliver organisation net-zero commitments related to fleet and travel, circular economy, sustainable procurement and climate resilience.
* Provide expert professional advice, interpretation, information, support and challenge Senior Teams on strategic and operational issues related to sustainability and net zero.
* Prepare and present reports for Senior Management Teams, Hillcrest Boards and other stakeholders on sustainability activity as required.
* Manage and oversee the Sustainability team's budget, ensuring accurate forecasting, allocation and monitoring of financial resources to support organisational goals.
* Manage the development and improvement of sustainability reporting requirements, including Net Zero Strategy progress reports, sustainability accreditations and ESG compliance.
* Identify opportunities for funding net-zero initiatives and lead bid writing to achieve maximum contribution to Hillcrest’s capital programme.

**Partnership Working and Stakeholder Management**

* Foster effective relationships with senior stakeholders across Hillcrest to understand internal business challenges and collaborate to identify key areas for improvement, including operational, financial and service delivery functions.
* Communicate objectives with relevant departments and teams, building trust, challenging current practices, influencing key stakeholders and assisting internal teams to upskill and work collaboratively.
* Build relationships with external stakeholders including Housing Associations, government and industry bodies to stay informed of emerging to support Hillcrest’s sustainability efforts and ambitions.
* Promote Hillcrest’s sustainability and net zero efforts and participate in a range of stakeholder for a to further the organisations’ ambitions.

**Staff Development**

* Actively pursue good multi-disciplinary team working practices both within the Sustainability team and wider Innovation and Improvement Dept.
* Provide mentoring and training of staff to ensure their personal development matches organisational needs.
* Deputise for the Head of Innovation and Improvement as directed and undertake any other tasks as required by the Chief Executive.

To attend meetings out of hours (where applicable) as required and carry out any other reasonable duties as required by the organisation.

**Version:** 2

**Date:** January 2025



**Personal Specification – Sustainability Manager**

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| **Attribute** | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualifications** | * Qualified to a minimum [SCQF level 9](https://scqf.org.uk/about-the-framework/interactive-framework/) in a sustainability or carbon/energy management-related subject, or demonstrable relevant experience. | * Membership of an appropriate professional body / evidence of continuing professional development. | Application Form  Certificates |
| **Experience** | * Experience of developing and delivering net zero strategies / policy within a large and complex environment. * Experience of leading corporate sustainability / decarbonisation projects. * Experience of managing and presenting quantitative energy / carbon management data through specialist software tools. * Experience of leading and managing multi-disciplinary teams. * Experience of managing financial resources and budgets. * Experience of engaging and advising Senior Managers, Boards and Committees to deliver effective outcomes. * Experience of building and leading effective partnerships across internal departments and external stakeholders. | * Experience of managing grant funding in relation to social housing retrofit projects. * Experience of performance management, accreditation and certification reporting (e.g. SDG’s, CDP, ESG, PAS2035). * Experience of working in a social housing, care or public sector environment. | Application Form  Interview |
| **Proven Competencies** | * Knowledge and understanding of relevant social housing/energy/climate change regulatory and legislative requirements. * Strong analytical and critical thinking skills to drive decision making. * Ability to demonstrate creative and innovative thinking to complex problems. * Excellent planning and organisational skills coupled with a strong focus on the delivery of the objective. * Strong leadership and influencing skills and ability to inspire confidence and motivation at all levels. * Excellent written, verbal and interpersonal skills, including the ability to provide constructive challenge. | * Knowledge of renewable energy technologies for domestic dwellings. * Ability to demonstrate knowledge and understanding of Housing, Care and the RSL sector. | Application Form  Interview  References |
| **Role Specific Requirements** | * Highly motivated and flexible with the ability to work under pressure with changing circumstances and demands, while maintaining professionalism and productivity. * Committed to continual personal and professional development. | * Willingness and ability to work outside standard office hours, if required. * Hold a valid, full driving licence and have access to own car. | Interview  References |



**CONDITIONS OF SERVICE**

**Hours:** Hours are 35.25 hours per week. Where additional hours are worked, overtime will be paid (must exceed full time hours if part time) or time off in lieu given, depending on the organisational requirements. A flexi system is in operation.

**Contract:** Permanent Post. All posts are subject to a 6 month probationary period. A formal review will take place at 2, 4 and 6 months.

**Salary:** Salaries are paid monthly, directly into a bank account of your choice. The salary for the post is £58,546 - £62,734 per annum. It is policy to commence on the first point of the salary scale unless, at the Manager’s discretion, an alternative agreement is reached.

**Pension:** Employees will initially be enrolled in the Governments statutory auto-enrolment scheme, which is a Defined Contribution scheme with a company called NOW Pensions. At present staff contribute 5% with the employer 3% to the scheme as of 1st April 2019. Further details of the scheme are available from the payroll team.

Employees with a contract of 6 months or more can however opt out of the auto-enrolment scheme and request to join Hillcrest Homes Defined Contribution Scheme with the TPT Retirement Solutions where the employee currently contributes 8.5% of earnings and the Organisation’s contribution is 8.5%.

**Health Plan:** Employee’s are automatically given free admission to the Health Plan Scheme. The cost for this is met by the Employer. Details will be sent out with the Contract of Employment.

**Annual Leave: Leave year runs from 1st January - 31st December.** Annual Leave entitlement is 225.6 hours per annum, rising to 260.85 hours over a 5 year period. 5 days Public holidays have been included in this annual leave entitlement. Managers will commence on 260.85 hours. You are required to retain 35.25 hours annual leave (or part time equivalent) to cover the shutdown period over Christmas and New Year **Annual leave is calculated on a pro rata basis for part time staff**

**General:** Hillcrest Homes have their own system in place for negotiating annual pay increases. All employees have the right to join a trade union if they so wish.

**Smoking:** The person appointed will be working in a non-smoking environment. There are no designated smoking areas within the office. Smoking is permitted outside the building and should be out of view of clients and, or customers. This includes the use of E-cigarettes. Employees who are required to carry out their duties in buildings which are outwith the control of the Association are jointly responsible for minimising their own exposure to risk factors such as passive smoking.

**Qualifications:** Any offer will be subject to proof of qualifications essential, and where appropriate desirable, to the post.

**Rehabilitation of** If you have any unspent convictions you must declare

**Offenders Act 1974:** this on your application form.

In relation to ‘spent’ convictions, there is a list of convictions which must always be declared and a list of convictions that are declared, subject to rules. Failure to disclose relevant information will be regarded as a breach of trust and could lead to dismissal, disciplinary action or withdrawal of offers of employment.

If you are unsure whether or not you need to disclose a conviction and, or caution, please contact our Human Resources Department for further advice, or you can check by accessing Disclosure Scotland’s website at [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk/) and check the ‘Frequently Asked Questions’.

Please note that all successful applicants will be subject to a Disclosure check through Disclosure Scotland.

HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH HILLCREST HOMES. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES.

**Equal Opportunities:** Hillcrest Homes is striving to be an equal opportunities employer and has adopted a Policy which aims to ensure that no job applicant receives less favourable treatment on grounds of race, colour, ethnic and national origins, marital status, gender, age, religion, disability, political or sexual orientations, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

**Applications:** Please forward applications before the closing date**.**