

Job Description / Role Profile

Job Title:	Senior Sustainability Manager	Band Level:	Band 6
Reports into:	Head of Sustainability	Salary Level:	£69,279
Function:	Sustainability	Contract Type	Full time, Permanent
Directorate:	Estate and Neighbourhoods	Job / Site Location:	Flexible, with at least 40% of working time on site, Stratford, London

How the holder of this role might describe themselves:

I have a strong technical knowledge regarding sustainability; net zero carbon; and 1.5-degree science-based targets.

I have demonstrable experience of applying this expertise with a specific focus on the built environment.

I use my expert technical knowledge to facilitate LLDC in delivering its Climate Action Strategy (CAS) providing support across the organization with a focus being professional expert for the development directorate. This includes inputting into development briefs, specifying briefs for consultancy; supporting project management; monitoring and reporting sustainability KPIs; reviewing documents and managing budgets accordingly.

I'm confident in communicating complex issues with diverse stakeholders.

I have a thorough working knowledge of policy and market drivers related to sustainability. I match this contextual understanding of my subject matter with effective day-to-day project management and recognise the value of exceptional communication with the team (with flexible, agile working).

I work collaboratively with stakeholders recognising the importance of developing long term meaningful relationships.

I use my listening skills to understand what is important to a project, and to help inform how the CAS targets and objectives are best applied to ensure successful project delivery.

I use my professional and lived experience to foster a diverse and inclusive approach to my role.

I work strategically across a wide range of external and internal stakeholders to enable key decisions to be made to achieve LLDC's targets.

How the holder of this role might describe their job:

My role is challenging but fulfilling – offering an opportunity to significantly influence outcomes for QEOP and its stakeholders in pursuit of LLDC's corporate priority of supporting inclusive growth. My role requires me to tackle complex work where the multiple factors and requirements need to be considered and balanced and personal judgment is required. This includes my working with key partners at a senior level, developing internal and external networks/contacts to operate successfully.

I work collaboratively within the Sustainability team to ensure the successful implementation of LLDC's Climate Action Strategy with the central objective of delivering a 1.5 degree-aligned future. On a day-to-day basis this involves providing strategic input and practical guidance for LLDC's development pipeline a significant part of LLDC's activities and its climate emergency response.

As needed, I also provide expert sustainability knowledge and guidance across LLDC to ensure projects and activity are delivering against our CAS. In addition, I work collaboratively with LLDC's Head of Sustainability and Head of Planning to support the decarbonisation of the District Heating Network (an important element of LLDC's development projects), including providing sustainability knowledge and leading on project feasibility work.

I have excellent knowledge of the application of innovative solutions to meeting 1.5 degree future requirements and measurement and verification of implementation.

The technical and policy element of my role permits significant scope for professional development, with influence at all levels of LLDC and its partner organisations. LLDC takes a leadership role in the sustainability agenda and part of my role involves communicating this externally including sitting on different industry working groups and speaking at events. I support LLDC's decision making by summarising key climate related themes (and LLDC workstreams) to LLDC's Senior Leadership Team (SLT).

In this job, my primary accountabilities are:

- Support the Head of Sustainability as needed, to implement LLDC's Climate Action Strategy (CAS).
- Provide leadership and strategic advice/input to LLDC's development pipeline through the projects' life cycles ensuring the successful delivery of targets and objectives within the CAS.
- Shape senior level conversations and direction internally as well as across partners and stakeholders.
- Oversee reporting against the development element of the CAS delivery plan and provide quarterly and annual updates to LLDC Carbon Emissions Inventory Tool, reporting progress to the CAS Steering Group.
- Collaborate with appointed joint venture and development partners on implementation of net zero carbon and Climate Action Strategy.
- Support LLDC's secretariat role in convening the Queen Elizabeth Olympic Park (QEOP) Climate Action Group – a stakeholder group to support collective delivery of a 1.5 degree aligned Park.
- In implementing the CAS initiate, develop and oversee implementation of additional guidance documents as required to facilitate/ensure the delivery of LLDC's targets and objectives.
- Provide leadership and strategic advice/input to LLDC directorates and projects as required ensuring the successful implementation of the CAS.
- Supporting the Head of Sustainability and Head of Planning in delivering LLDC's Capital Project to decarbonise the District Heating Network including providing net zero/decarbonisation advice, engagement with key stakeholders including the GLA, identifying key risks/issues and leading on delivery of feasibility projects as required.
- Consider opportunities for innovation within projects to facilitate delivery of CAS targets and objectives.
- Undertake leadership activities representing LLDC including involvement within industry wide working groups advancing the net zero carbon agenda and sharing best practice and learnings.
- Working with key external partners at a senior level, developing internal and external networks/contacts to operate successfully.

- Prepare and present reports for consideration by appropriate project, management and decision-making fora.
- Input into representations to relevant local, regional or national planning policy or other policy and industry guidance consultations in the interests of the organisation. Leading the coordination of responses as required.

Corporate requirements

- Supporting and maintaining a culture of continuous improvement and operational excellence, contributing to corporate priority themes and the organisation's overall delivery aims, acting as an ambassador for the Queen Elizabeth Olympic Park.
- Taking reasonable care for the health and safety of themselves and others and taking responsibility for ensuring all activities carried out promote the value of a diverse workforce and do not discriminate against sections of the community covered by equality legislation.
- Maintaining an up-to-date knowledge of technical competency areas and take a proactive approach to self development and performance improvement.
- Champion Diversity and Inclusion – specifically with respect to the sustainability sector and the role that LLDC plays in supporting a just transition to a zero carbon, climate resilient society.
- Working collaboratively with the senior leadership team to proactively encourage and support, through worked and lived experience, a diverse and inclusive culture in my team and across the organisation.
- Review current practices and policies, assessing and analysing the extent to which they support or hinder the organisation's diversity goals.
- Demonstrating a continued commitment to valuing diversity and inclusion.
- Demonstrating commitment to contributing to and promoting an inclusive working and learning environment.

The key people and teams I work within and outside of LLDC are:

- LLDC's Estate and Neighbourhoods team
- Other LLDC directorates particularly Development
- GLA
- TfL
- Local boroughs
- LLDC's technical and policy stakeholders related to sustainability, net zero and innovation.
- Development partners
- Park Partners

The people, budgets and resources I am accountable for in my job are:

- The candidate will have responsibility for supporting the Head of Sustainability in administering the sustainability budget. They will also contribute material in their area of expertise for LLDC communications (planned and requested).

Operational skills relevant for this job:

- Thorough breadth of knowledge of project management and project control techniques, including financial analysis, project planning and appraisal, financing and risk management.
- Expert (technical, policy and strategic) knowledge of construction methodology and sustainability/environmental assessment in respect of residential and commercial development and associated infrastructure (e.g. structures, utilities, bridges and highways and schools).
- Strong analytical ability with significant experience of co-ordinating complex analysis and evaluation with recommendations.
- Strong influencing and negotiation skills with ability to promote and deliver organisational objectives with commercially focused stakeholders.
- Strong interpersonal and communication skills (verbal & written) with proven ability and confidence to write reports and present at senior executive level.
- Ability to establish credibility and influence with a professional demeanor that generates trust and confidence.
- Ability to work cooperatively and in collaboration with external stakeholders and internal colleagues.
- Ability to embed new, best and innovative practice within a complex organisation and commercial environment.
- Excellent project management (including consultant procurement/ management) skills.

Experience relevant for this job:

- Demonstrable experience and success in managing and delivering sustainability outcomes across major development projects and across corporate activity.
- Demonstrable experience of monitoring and reporting against sustainability strategies and policies
- Strong track record of successfully managing budgets and resources with significant experience and delegation of decision making.
- Significant experience of procuring and managing professional services and design and construction contracts.
- Demonstrable experience and understanding of commercial considerations in respect of sustainability and town planning, in context of property development process and land ownership.
- Experience of managing complex multiple stakeholder arrangements including statutory and non statutory organisations and elected representatives and community consultation.
- Experience of managing the implementation of new processes and procedures within a corporate environment.

This is not meant to be an exhaustive list of duties. The need for flexibility, shared accountability and team working is required, and the role-holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

This role profile does not form part of the role-holder's contract of employment.