


JOB DESCRIPTION	
	
JOB TITLE: Environmental & Sustainability Advisor	REPORTS TO: Architect
DEPARTMENT: Development	LOCATION: Belfast or L' Derry (Dependent on successful candidate)
DATE: September 2024	REVIEW DATE: September 2025
ROLE PURPOSE: A key role in advancing our sustainability initiatives, ensuring that our organisation meets its environmental goals and contributes positively to the community. This position involves working collaboratively with various departments, stakeholders, and the wider community to promote and implement sustainable practices.	
Key Area	Key Activities
<u>Sustainability Strategy Implementation</u>	Assist in the development and execution of the organisation's sustainability strategy, ensuring alignment with local and global environmental standards.
<u>Environmental Monitoring & Reporting</u>	Monitor, evaluate, and report on the organisation's environmental impact, including carbon footprint, waste management, and resource usage. Prepare regular sustainability reports and maintain compliance with relevant legislation.
<u>Project Management</u>	Lead and support sustainability projects, from inception to completion, including energy efficiency initiatives, waste reduction programs, and community engagement activities.
<u>BREEAM Coordination</u>	Assist project teams in the coordination of BREEAM (Building Research Establishment Environmental Assessment Method) during the construction and post-construction phases of projects. Ensure that both design teams and site teams are effectively collating the necessary evidence to meet BREEAM requirements.
<u>Integrated Management System (IMS)</u>	Assist with the implementation, management, and continual improvement of a company Integrated Management System (IMS), ensuring ongoing certification to ISO 14001.
<u>Net Zero Initiatives</u>	Lead the Association's Net Zero Working Group. Investigate opportunities to achieve the company's Carbon Reduction Targets, focusing on both annual objectives and longer-term 2030 goals.
<u>Social Value</u>	Develop and implement Social Value requirements and reporting metrics. Support project-specific Community and Employment strategies.
<u>Policy Development</u>	Assist in the development and implementation of policies and strategies to prevent pollution, reduce waste generation, enhance biodiversity, and ensure sustainable procurement practices.
<u>Stakeholder Engagement</u>	Collaborate with internal teams, external partners, and community groups to promote sustainability initiatives and foster a culture of environmental responsibility.
<u>Education & Training</u>	Research and recommend appropriate training programs for employees to raise awareness and build capacity around

	sustainability issues and best practices.
<u>Data Analysis</u>	Collect and analyse data related to sustainability metrics, using insights to drive continuous improvement and innovation within the organisation.
<u>Compliance</u>	Ensure compliance with environmental regulations and standards, staying informed about changes in legislation and best practices.
<u>Community Outreach</u>	Engage with the local community to support and promote sustainability initiatives, including organising events, workshops, and campaigns.
<u>General</u>	<ul style="list-style-type: none"> • Foster good working relationships with the general public and all appropriate external agencies • Update all manual and computerised records as required. • Provide input into the development, operation and updating of policies, procedures and systems within the Development Department. • Comply with the Association's policies and procedures relating to Fair Employment and Equal Opportunities and ensure a neutral working environment is maintained at all times. • Ensure compliance with Data Protection legislation, policies and procedures in relation to the release of information. • Implement the Associations policies, procedures, codes and initiatives with regard to customer care and health and safety. • Respect the confidentiality of all information received as a result of the post-holders duties. • Attend meetings and training at various locations as and when required
<u>Miscellaneous</u>	<p>Adhere to the Association's Equal Opportunities Policy and commit to the principles and aims of the Equality Scheme Section 75 duties to ensure fairness and equality in all aspects of work</p> <p>No job description can cover every issue which may arise within the post at various times, this job description is not a rigid or inflexible document but provides guidelines regarding the duties expected while in post.</p>