



<b>Job Title:</b>	Sustainable Business Project Officer/Senior Project Officer
<b>Unit / Department:</b>	Project delivery team
<b>Bioregional Grade:</b>	Project Officer/Senior Project Officer
<b>Salary:</b>	£26,000 - £29,000 p.a. depending on experience
<b>Contract:</b>	1 year fixed term
<b>Hours:</b>	37.5 (5 days/week)

### ***JOB PROFILE***

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#### **Main purpose of the job**

We're looking for an experienced and confident project officer to join our growing team of technical sustainability experts. You will contribute technical knowledge, research skills and project support to the delivery of our projects.

You will help companies develop and implement their sustainability strategies and will work on a wide range of projects. From supporting the development of sustainable product offers to calculating corporate carbon footprints and setting science-based reduction targets to developing bespoke sustainability strategies.

#### **Scope of job**

The candidate will be part of the delivery team and will work mainly in on our sustainable business team projects, working with major brands to develop and implement their sustainability strategies. A significant part of the role will be handling detailed performance data and providing analysis and guidance on how to do better.

The wide range of projects could include:

- Collecting and analysing sustainability performance and reporting data and supporting with sustainability reporting.
- Assessment of sustainable product claims and credentials, including circular value chain assessments.
- Development and implementation of sustainability action plans, environmental impact reduction strategies and business model innovation.
- Delivery of energy assessment and carbon footprints for property estates and organisations and setting science-based carbon reduction targets.

We are looking for someone who is flexible and will enjoy supporting a variety of work requirements. The role may involve occasional UK-based travel.

## **Dimensions and limits of authority**

You will work across our project delivery team and be line-managed by one of our project managers. You will be highly numerate, analytical and organised, able to work with minimal supervision and comfortable managing stakeholder relationships within specific areas of project delivery.

### ***DUTIES & KEY RESPONSIBILITIES***

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<b>1</b>	<b><u>Project delivery</u></b> Supporting project managers to deliver high quality projects and research within specified time and budget. Specific activities may include: <ul style="list-style-type: none"><li>• Data analysis and managing spreadsheets.</li><li>• Production of concise, accurate, well researched and well-presented reports and other outputs to client briefs.</li><li>• Attending client meetings and development of relationships with stakeholders in the programme areas involved in.</li><li>• Delivering tasks within specified time and budget.</li><li>• Developing technical knowledge and expertise in environmental and social sustainability issues.</li><li>• People and project management support.</li></ul>	<b>80%</b>
<b>2</b>	<b><u>Business development</u></b> for specified work areas: Supporting Project Managers and Programme Managers, under the direction of the Head of Sustainable Business, to develop our service offer and secure new projects. This may include: <ul style="list-style-type: none"><li>• Supporting proposal writing, outlining the technical/One Planet offer and tailoring it to the client needs. This may also include direct engagement in area of expertise.</li><li>• Identification of opportunities and generating new project leads.</li><li>• Participation in client meetings during bid processes and applications.</li><li>• Research to support business development activities, e.g. this might include researching potential prospects/ companies.</li><li>• Attending external events and networking in order to identify and develop new project opportunities.</li></ul>	<b>10%</b>
<b>3</b>	<b><u>Knowledge management and continuous learning</u></b> <ul style="list-style-type: none"><li>• Attending internal seminars and external training to develop technical knowledge and industry exposure.</li><li>• Skills training as appropriate to role which may include but not be limited to IT, project management and communications.</li></ul>	<b>5%</b>
<b>4</b>	<b><u>Organisational management</u></b>	<b>5%</b>

	<ul style="list-style-type: none"> <li>• Supporting the delivery of Bioregional’s own One Planet Action Plan.</li> <li>• Attending general meetings including project updates, team meetings and line management meetings.</li> <li>• Maintaining accurate and up to date timesheets.</li> </ul>	
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**Person Specification**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>1. Skills/abilities</b>	<ul style="list-style-type: none"> <li>- Well organised, practical, business-like and approachable</li> <li>- Excellent data handling and spreadsheet management skills</li> <li>- Competence with a range of software packages, in particular Microsoft Word and Excel</li> <li>- Strong written and verbal communication skills</li> <li>- An enthusiastic, professional and corporate approach when dealing with external stakeholders</li> <li>- Self-motivated with flexible attitude and ability to manage own time, including priority-setting, multi-tasking and problem-solving</li> <li>- Flexible and able to work on a range of projects and grasp new subject areas quickly</li> </ul>	<ul style="list-style-type: none"> <li>- Good executive presence and strong presentation/public speaking skills</li> <li>- Advanced writing skills, with strong editing and proofreading skills</li> </ul>
<b>2. Knowledge</b>	<ul style="list-style-type: none"> <li>- Good knowledge of the sector</li> <li>- Knowledge in at least one technical field of sustainability such as carbon footprinting, sustainable products and LCA, sustainable energy solutions/renewables, smart travel and transport solutions and/or waste management</li> <li>- An enthusiasm and commitment to further develop knowledge in the field of sustainability</li> </ul>	<ul style="list-style-type: none"> <li>- Knowledge of carbon footprinting/ LCA</li> <li>- Knowledge of circular economy and alternative business models</li> </ul>
<b>3. Education</b>	<ul style="list-style-type: none"> <li>- Educated to degree level preferably in a related discipline (e.g. environmental science, geography, engineering or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>- Masters degree in a relevant technical/sustainability subject</li> <li>- Membership at relevant professional body, e.g. IEMA</li> </ul>

<b>4. Experience</b>	<ul style="list-style-type: none"> <li>- A minimum of two years' relevant work experience</li> <li>- Including relevant work experience in at least one technical field of sustainability such as carbon footprinting, sustainable products and LCA, sustainable energy solutions/renewables, smart travel and transport solutions and/or waste management</li> </ul>	<ul style="list-style-type: none"> <li>- Experience in developing sustainability strategies and target setting</li> <li>- Experience of identifying, assessing and progressing business development opportunities</li> <li>- Experience of delivering effective behavior change and staff engagement</li> </ul>
<b>5. Other requirements</b>	<ul style="list-style-type: none"> <li>- Personal commitment to sustainability</li> <li>- Commitment to the aims and objectives of Bioregional</li> </ul>	