

Sustainability Manager - FTSE 250 Property Investment and Development Company

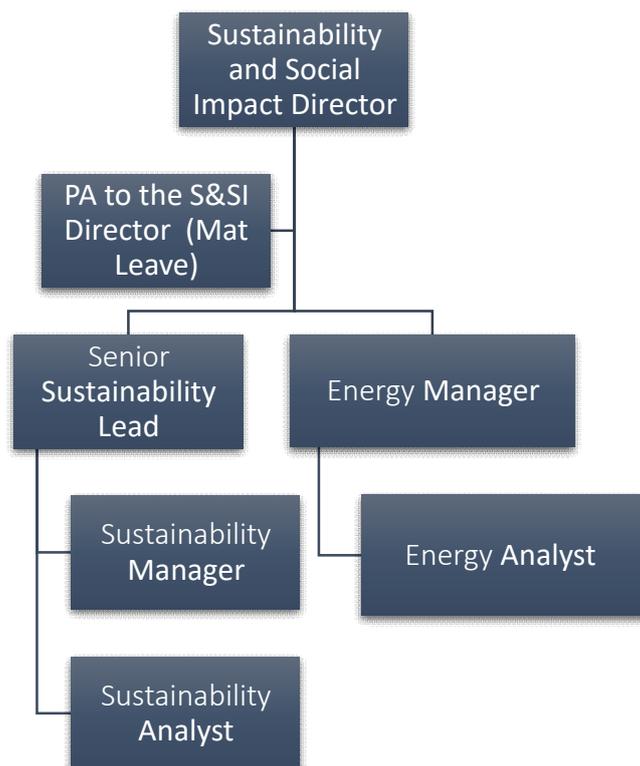
Great Portland Estates (GPE) is a highly respected central London Property Investment and Development company quoted on the London Stock Exchange. The Company, which employs just over 100 people, owns around £2.5 billion of real estate – primarily commercial but also retail and residential – 100% in central London. The business focuses on acquiring, managing and developing properties – to reposition them and unlock their full potential. This approach, combined with successful reading of the real estate market, continues to deliver shareholder returns and makes for a dynamic environment in which to work.

At GPE, sustainability touches everything we do and sits at the core of the business. Managing and balancing the needs of our occupiers, investors and the communities in which we work, is key to maintaining the long-term value of our business. Our Sustainability Statement of Intent ‘The Time is Now’ sets out our long-term vision focused around four key pillars:

- Decarbonise our business to become net zero by 2030
- Design climate change resilient and adaptable spaces
- Create a lasting positive social impact in our communities
- Put health and wellbeing front and centre

This role supports the vital data collection and analysis work, essential for demonstrating delivery towards our Statement of Intent, The Time Is Now and progress against our Roadmap to Net Zero.

Reporting to the Sustainability Lead, the aim of this role is to assist the Sustainability Lead in supporting the development, portfolio management and customer experience teams in integrating sustainability across the business. The role will therefore work closely with the Development Managers, Project Managers, Customer Experience team and the Technical Services team.



Key Responsibilities

1. Compliance

- Support the business to ensure legal compliance, work with the technical services team and customer experience team to update and maintain the Environmental Management System
- Work with the rest of the team to ensure that sustainability disclosures comply with legal requirements

2. Energy and Carbon

- Work with the Sustainability Analyst to support our customers in reducing their energy consumption to support reductions in business scope 3 emissions
- Work with our development team to improve measurement of embodied carbon, particularly in our fit-out projects and smaller refurbishment projects

3. Occupied buildings

- Work with and support the Customer Experience and Technical Services team to drive improvement on waste performance through recycling

initiatives, reductions in water consumption and the reduction of deliveries through the support of local BID initiatives

- Identify opportunities in the existing portfolio to support the achievement of biodiversity net gain

4. Developments

- Working with the Sustainability Analyst monitor the performance of projects
- Monitor compliance with our Creating Sustainable Spaces Brief
- Support the Sustainability Lead in keeping website content on sustainability at our developments updated
- Work with the Sustainability Analyst and Sustainability Lead to ensure timely reporting for our ESG linked RCF and Rem KPIs
- Instruct and manage ethical labour audits
- Work with the development and project management teams to reduce the risk of modern slavery within our supply chains

5. Data and Reporting

- Work with the Sustainability team on the completion of investor indices
- Contribute to external reporting on the GPE website and within the Annual Report and Accounts
- Manage environmental and other sustainability related data from our existing portfolio and development pipeline

6. Social Impact

With oversight from the Sustainability Lead:

- Work with business leads to integrate social impact creation across the business and generate over £1 million in social value each year
- Work with the Sustainability & Social Impact Director, to create the agenda and papers for Social Impact Committee, work with the CF&OO (Chair of the Committee) to ensure his full understanding of the agenda
- Work with the Sustainability and Social Impact Director to provide regular updates to Executive Committee on social impact and social value
- Provide direction to the Social Impact Coordinator and Charities Network
- Support the Customer Experience team on social impact initiatives
- Work with the Social Impact Coordinator to ensure that activities are tracked and social value measured
- Support in the delivery of Community Day/Week
- Work with the Social Impact Coordinator to establish positive, proactive relationship with our charity partners

Experience/background:

Essential

- Minimum of 3-4 years' experience in sustainability/energy management/environmental compliance
- Thorough knowledge of environmental legislation and certification relating to the built environment generally
- Good knowledge of sustainability in construction and development
- Working knowledge of the commercial property sector
- Understanding of sustainability data collection and collation methods

Critical skills:

- Verbal communication skills – demonstrable experience in communicating with internal and external stakeholders; excellent questioning and listening skills; ability to communicate with and present to people at all levels
- Written communication – experience of writing reports and presenting written information in informal and formal situations
- Work organisation – anticipates, plans, reviews, is methodical but with the ability to flex as the situation requires
- Proactivity – is able to prioritise and work on own initiative whilst taking into consideration other team members and internal/external stakeholders
- Analysis and problem-solving – excellent with data e.g. notices trends/patterns/ inconsistencies/missing data; checks assumptions and evaluates risks, remains objective when addressing issues

Personal Attributes:

- Thrives in a deadline driven, fast-paced environment
- Conscientious and delivers on commitments
- Comfortable leading on and being accountable for activities and projects
- Works flexibly and cooperatively as part of a team
- Is prepared to 'roll sleeves up' in order to get a job done
- Outstanding organisation skills
- The ability to handle a large and varied workload.
- The ability to communicate successfully to a varied stakeholder group and influence strategy at a senior level
- The ability to be able to build relationships in the business, be self-directed and able to use their own initiative to progress tasks/activities balanced with knowing when to seek advice.
- High degree of professionalism and integrity, with the ability to be discreet

- A continuous improvement mind-set – constantly looks for ways to deliver the best possible service to the team and the wider business

Live by our Company Values:

- We achieve more together
- We are committed to excellence
- We are open and fair
- We embrace opportunity