**JOB DESCRIPTION**

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| **1. JOB IDENTIFICATION** |
| **Job Title:** Environmental Sustainability Manager  **Responsible to:** Climate Change and Sustainable Development Manager  **Department(s):** Environmental Sustainability  **Directorate:** Facilities  **Operating Division:** Corporate  **Job Reference:** 222117  **No of Job Holders:** 1 of 1wte  **Last Update:** March 2025 |

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| **2. JOB PURPOSE** |
| Monitor the Climate Change and Sustainability Programme log, maintain the list of projects objectives, actions and progress, alert the Programme Director and Senior Managers where projects are at variance and generate Reports for the programme for a variety of forums and audiences.  Manage projects in the NHS Lothian Climate Change and Sustainable Development Framework and action plan other specified projects, working closely with Sustainable Development Colleagues, Heads of Service, relevant clinical, technical, estates, facilities and environmental teams.  Initiate and manage change and service redesign in relation to sustainability projects managed, identifying the operational requirements of the non clinical as well as clinical services, where impacted developing policies, procedures and protocols for these services in the implementation of change. Monitor and report on projects through implementation to the embedding of change. |

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| **3. DIMENSIONS** |
| Manage the Climate Change and Sustainability Programme, revising and amending as appropriate. Reporting progress and variance from the programme.  Responsible for reporting on allocated Environmental Sustainability Projects and the Environmental Sustainability Programme.  **Staffing Responsibility**  Leading multidisciplinary teams in the delivery of Environmental Sustainability Projects. For example teams may include clinical, infection prevention & control, technical estates and facilities team members  Deliver training and education regarding the embedding of environmental sustainability in the healthcare environment as part of the delivery of specific projects. For example cost and carbon savings associated with service, products choices and reduction in consumption and waste.  **Financial Responsibility**  Managing agreed budgets for individual projects ranging in value up to £500k.  Directly impacting on budgets and financial position of other services where Environmental Sustainability Projects are delivered: For example through any reduction in utility or consumable spend or a change from consumption of disposable products to reusable products. |

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| **4. ORGANISATIONAL POSITION** |
| Line Manager  Programme Director  Climate Change &  Sustainable Development Manager  Senior Project Manager Sustainable & Technical Development  Project Manager  Sustainable Development  Technical and professional support |

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| **5. ROLE OF THE DEPARTMENT** |
| The NHS Lothian Sustainable Development Framework and Action Plan was adopted in December 2020 and lays out the Board’s priorities for action in addressing the Climate Crisis. In addition all NHS operating units and services must operate within NHS Scotland Climate Emergency and Sustainability Policy and Strategy and Climate Change Duties and Compliance with Environmental Legislation.  The breadth and inclusiveness of Board policy and action in relation to climate change requires the post holder, from a base within the Facilities Directorate, to focus across the full scope of NHS Lothian goods and services and beyond to our partners in the local authority, academic, community and voluntary sectors.  The Sustainable Development Team, of which this post is a core part, is currently based within the Facilities Directorate.  The Facilities Directorate is responsible for providing the physical and support service environment within which all NHS Lothian Clinical and Corporate services operate and directly manages Estates, Catering, Cleaning, Portering, Transport, Supply Chain, Waste, Security, Car Parking, Linen & Laundry. The FM directorate also has significant influence over the Board’s capital priorities. |

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| **6. KEY RESULT AREAS** |
| **Service Delivery and Planning**   1. Monitor the implementation of the NHSL Climate Change and Sustainable Development Framework and Action Plan providing support for continued planning, provision, delivery and development of services within NHSL to support its strategic and service objectives in relation to climate change and sustainable development. 2. Prepare reports on performance and delivery of Sustainable Development Framework and Action plan as a whole for Finance and Resources Committee (Standing item) and reports and /or business cases on specific strategic areas as required for the Finance and Resources Committee and NHS Lothian Board. 3. Support the work of the Climate Change and Sustainable Development Management Group by ensuring that the NHS Lothian departments represented on the group report on changes outlined in the NHS Lothian Sustainable Development Framework and Action Plan in a timely manner. 4. Provide expertise and leadership to management and clinical teams including Health and Social Care Partnerships, Primary Care and the Acute Operating Divisions to support organisational development and development of environmentally sustainable models of care. 5. Prepare business cases to support delivery of transformational change e.g. new ways of working, processes and products that reduce consumption and waste. 6. Engage with useful climate change networks and forums at local, regional and national levels to help inform and add value to the NHS Lothian approach. 7. To develop business cases and governance reports to facilitate delivery of allocated projects   **Leadership & Management**   1. Lead and manage identified climate change and sustainable development projects including contributing to ensuring the wider NHS Lothian workforce have the relevant knowledge, skills and motivation to address sustainability objectives through the extension of existing training and education to include climate change and sustainability and the development and implementation of climate change and sustainability specific training and development events. Advise the project team for the duration of the project until conclusion. 2. Deliver training, advice and support to staff to promote understanding of climate change and sustainability and how it affects services and people. Formal presentation in NHS Lothian and national forums, such as the National Green Theatres Programme. 3. Provide leadership within Lothian in relation to sustainable development including creating effective partnerships and a positive culture to maximise motivation and potential within NHSL and the communities it serves.   **Financial Planning and Management**   1. Authorise and monitor spend on allocated project budgets up to a value of £500k per project ensuring delivery of projects within budget and accounting for any variance. Ensure business cases and funding proposals are underpinned by robust cost plans and that resources are managed and reported on and that any savings are delivered. 2. Support the strategic financial planning to influence the resources of £611M directly in scope and align financial performance with the strategic vision of Climate Change and Sustainability.   **Service Quality**   1. Collate and Maintain the Environmental Sustainability Risk Register for the Department. Escalate resilience, climate change and environmental sustainability risks to services and Depts throughout NHS Lothian as required. Undertake of Risk Assessments for allocated projects and ensure they are escalated to Corporate Risk Management Team and develop action plans to address any issues and monitor and review these plans. 2. Contribute to the continuing development of Integrated Impact Assessments (IIA) incorporating environmental factors and promote their use as a mechanism to ensure sustainable development is included in planning across NHSL and its partner organisations.   **Policy**   1. Monitor changes in climate change and environmental guidance, policy and legislation, notify services and departments to whom it is relevant and collate and circulate actions regarding. 2. Contribute, comment and influence national policy requirements in relation to Climate Emergency and Sustainability, engaging with relevant experts and stakeholders in development of NHS Lothian policies, procedures and implementation plans. 3. Develop policy and guidance that supports the NHS Lothian Climate Change and Sustainable Development Framework and agenda. For example, the development of the structure and framework for setback and switch off of systems within Theatres and similar environments. 4. Support NHS Lothian’s values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes. |

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| **7a. EQUIPMENT AND MACHINERY** |
| Essential user of Personal Computer and networked systems as part of the core Capital Planning Team within NHS Lothian.  Use of office equipment- fax, printer, telephone, photocopier. Intermittent use of Microsoft Project and other specialist software. |
| **7b. SYSTEMS** |
| Frequent (monthly) production of written reports to various governance committees e.g. LCIG. This is shared with a wide variety of users.  Designs and formats complex spreadsheet templates and databases on a regular basis, integrating information from a range of sources.  Access and incorporate data, information and graphics from Tableau.  Frequent user of the Microsoft suite of software including Explorer, Excel, Work, Outlook (email), PowerPoint and MS Teams.  Frequent user of Microsoft Project and other project management tools.  Understanding of Facilities and Building Management Software systems such as Archibus. |

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| **8. ASSIGNMENT AND REVIEW OF WORK** |
| Work is largely self-directed. There are regular weekly/monthly meetings with the Climate Change and Sustainability Team and Services, which can generate work. Guidance on the less routine issues will be provided by the Climate Change and Sustainable Development Manager.  The post holder is expected to make autonomous decisions on a daily basis including advice to management and professional staff regarding projects and environmental sustainability. A number of the time scales are predetermined by the control environment e.g. project milestones  Objectives will be agreed annually with the Climate Change and Sustainable Development Manager with input from the Programme Director and reviewed regularly. There is formal review at mid-year review and year end. Update of objectives and review of progress will also take place through regular 1:1 meetings with the Climate Change and Sustainable Development Manager. |

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| **9. DECISIONS AND JUDGEMENTS** |
| The majority of work is self-directed and post holder is required to make autonomous decisions on a daily basis including advice to managers regarding environmental sustainability and projects in development and underway.  Undertake analysis, interpretation and evaluation of the Environmental Sustainability Work Programme, including evaluation of progress against objectives. Reporting variance against progress to the Director and Team for further analysis and action.  Analysis and interpretation of highly complex data for example sources for Clinical, Built Environment, Facilities, Climate Change and Environmental Sustainability, identifying errors and trends, providing advice regarding trends and data. Examples include relating energy consumption and spend over time or evaluating the impact of switching from single use consumable to reusable products, evaluating cost analysis over time and factors such as carbon and water consumption in evaluating whether a solution is genuinely cost, energy, carbon saving.  Evaluating, articulating and recording risk in relation the Environmental Sustainability programme and objectives and any project in development and underway. |

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| **10. MOST CHALLENGING / DIFFICULT PARTS OF THE JOB** |
| Adapting to the high pace of change and volume of legislation, policy, performance and reporting requirements to Scottish Government (Public Bodies Duties and opportunities), within NHS Lothian and in relation to reporting to support the development of work with key partners.  Ability to influence and direct a wide range of professional groups outwith direct management responsibility. Also required to manage workload to ensure delivery against monthly and other timescales.  Maintaining and balancing everyday management responsibilities in Environmental Sustainability and the portfolio of projects across the Environmental Sustainability workstream and agenda and allocating time and priorities accordingly.  Assimilating and co-ordinating information from various sources (financial, environmental, built environment, guidance and legislation) in projects and the work programme and communicating to individuals and multidisciplinary teams who may be less familiar with certain aspects. For example energy use or product cycle to clinical teams. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| The following working relationships are maintained through verbal contact, written correspondence, electronic communication and formal/informal meetings.  The content of reports and discussion can be highly complex, drawing information from a number of disciplines and knowledge bases for example: Clinical, Built Environment, Facilities, Climate Change and Environmental Sustainability. There is a requirement to present to groups concerning a range of relevant subjects, including national forums such as The National Green Theatres Programme.  Making presentations to diverse internal, national and external groups pertaining to Environmental Sustainability, Circular Economy and resilience where audiences may be unfamiliar with elements or all of the subject matter and occasionally sceptical of its relevance. Presenting of complex information from a range of sources in a manner that is easy to comprehend so as to aid the understanding of environmental sustainability and good practice. Audiences will frequently be unfamiliar with content or sceptical of its relevance.  Negotiating, influencing and implementing change with multi-disciplinary staff groups and external agencies.  The job also contributes to the development of formal and informal networks supporting and promoting sustainable environmental and clinical practices.  **INTERNAL**  Climate Change and Environmental Sustainability Team: Everyday communication, collating and giving information to Team colleagues for general communication and collation of reports.  Executive Management Team: Written reports, responses to requests for information verbally and in writing, making presentations, contributing and presenting in meetings.  Corporate Services: Written reports, responses to requests for information verbally and in writing, making presentations, contributing and presenting in meetings.  Health and Social Care Partnerships: Written reports, responses to requests for information verbally and in writing, making presentations, contributing and presenting in meetings.  Clinical Services: Requesting information, project support and delivery, Written reports, responses to requests for information verbally and in writing, making presentations, contributing and presenting in meetings.  Finance Department: Requesting information, project support and delivery, Written reports, responses to requests for information verbally and in writing, making presentations, contributing and presenting in meetings.  Operational Managers: Requesting information, project support and delivery, Written reports, responses to requests for information verbally and in writing, making presentations, contributing and presenting in meetings.  Heads of Service: Project support and delivery, Written reports, responses to requests for information verbally and in writing, making presentations, contributing and presenting in meetings.  Estates Department: Requesting information, project support and delivery, Written reports, responses to requests for information verbally and in writing, making presentations, contributing and presenting in meetings.  Capital Planning: Requesting information, project support and delivery, Written reports, responses to requests for information verbally and in writing, making presentations, contributing and presenting in meetings.  Trade Union and Staff Organisations: responses to requests for information verbally and in writing, making presentations, contributing and presenting in meetings.  **EXTERNAL**  Local Authorities: responses to requests for information verbally and in writing, making presentations, contributing and presenting in meetings.  The National Green Theatres Programme: Requesting information, project support and delivery, Written reports, responses to requests for information verbally and in writing, making presentations, contributing and presenting in meetings.  Waste Management and Recycling Companies: Requests for information, assurance on compliance with legislation and guidance, solutions to specific challenges.  Design Teams: Collaborative communication, verbal and written between design team, technical and clinical services and other specialists to develop design briefs for projects.  Authorising Engineers and other specialist contractors: Collaborative communication, verbal and written between design team, technical and clinical services and other specialists to develop design briefs for projects, Standard Operating Procedures and guidance.  This list is not exhaustive. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical**  On a regular basis sit at a desk using a keyboard and Visual Display Unit for long periods of time inputting data into various systems, spreadsheets and databases. There is a requirement for accuracy in the generating of reports, analysing and manipulating data.  **Mental**  Long periods of concentration are required frequently when analysing and preparing complex information, including converting data and adopting and formatting information and producing reports, chairing or making significant contribution in meetings or presenting complex information.   * Multi-tasking is required, with frequent interruptions from the telephone, colleagues and email. Often need to reprioritise work and prepare information at very short notice.   **Emotional**  High degree of personal resilience, especially in relations to the interpretation and application of complex policies and decisions often at times of significant organisational change and in a turbulent and politically driven environment.  Requirement to build trust with Service Managers and others, and to be able to challenge actions and negotiate solution to sometimes difficult situations.  **Environmental**   * Frequently spend long periods of time using personal computer.   Occasional exposure to clinical areas, construction environment, waste management and treatment centres and confined spaces.  Frequent requirement to travel between sites and locations Lothian and occasionally beyond. |

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| **13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** | |
| **QUALIFICATIONS**  Educated to degree (e.g. Business, Healthcare qualification e.g. Registered Nurse or other Practitioner) with a relevant post-graduate qualification or equivalent knowledge and skills in a relevant field. For example, healthcare, Capital Planning, estates and facilities, business administration or projects or evidence of equivalent knowledge and skills.  Evidence of Continued Professional Development undertaken since qualification.  **EXPERIENCE**  Experience of Multidisciplinary Working.  Demonstrable knowledge within an organisation with evidence of experience in project management including charge management responsibility.  Evidence in having developed business cases including financial elements.  **SKILLS**  Excellent interpersonal skills and ability to deal with colleagues at all levels within the organisation, to challenge, influence and negotiate decisions.  Advanced data analytic and IT skills, including advanced use of a range of sources to develop spreadsheets, reports, presentations and other content.  Sound organisational skills to ensure that the competing priorities are achieved to agreed timescales.  Highly developed analytical skills.  Report writing and presentational skills. | |
| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each jobholder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |