

# bpha ROLE PROFILE



<b>JOB TITLE:</b>	<b>Sustainability Advisor</b>
<b>REPORTS TO:</b>	<b>Assistant Director – Risk, Assurance and Sustainability</b>
<b>POSITION LEVEL:</b>	<b>Business Support - Technical/Specialist Standard</b>
<b>JOB PURPOSE &amp; ACCOUNTABILITIES</b>	<ul style="list-style-type: none"> <li>• Passionate, energetic sustainability advisor, to support the implementation of bpha’s environment strategy.</li> <li>• Responsible for working with teams across the organisation to deliver the environment strategy action plan and ensure that environmental performance is measured and reported through the Sustainability Reporting Standard.</li> <li>• Responsible for the organisational environmental management system and advising on continual improvement in environmental performance across the range of bpha’s activities.</li> </ul>

<b>KEY RESULT AREAS</b>	<b>MEASURES OF SUCCESS</b>
<p><b>1. Environmental Management System</b></p> <p>Ensure the environmental management system is reviewed and updated on a regular basis and that gaps in compliance are identified and reported.</p> <p>Ensure that environmental risks are identified and assessed and where appropriate procedures are in place to ensure compliance and best practice.</p>	<ul style="list-style-type: none"> <li>• Maintain and manage bpha’s environmental management system ensuring that it meets the needs of the business and promotes best practice and that it is comprehensive across the organisation’s range of activities. Ensure that it is reviewed on a regular basis.</li> <li>• Environmental risks are identified recorded and monitored and the mitigants that are in place to manage the risks are evidenced.</li> <li>• Provide advice and support to managers and colleagues across bpha to ensure environmental compliance is maintained and there is continual improvement in performance.</li> <li>• Work with the procurement team to assess the environmental performance of bpha’s supply chain.</li> </ul>
<p><b>2. Environment Strategy</b></p> <p>Support delivery of the environmental strategy which promotes sustainability and reduces environmental impact.</p>	<ul style="list-style-type: none"> <li>• Work with managers across the business to put in place and deliver the environment strategy action plan and agree and monitor measures of success.</li> <li>• Develop relationships with partners and local organisations, such as water companies and local authorities to capitalize on opportunities to deliver the aims of the environment strategy.</li> <li>• Co-ordinate the environment group to monitor progress of the action plan</li> <li>• Produce reports on outcomes for ELT, committees and board.</li> </ul>
<p><b>3. Environmental Performance Reporting</b></p> <p>Manage annual submission to the Sustainability Reporting Standard (SRS).</p>	<ul style="list-style-type: none"> <li>• Work with managers to collate the data required for the SRS.</li> <li>• Work with external organisations, where appropriate, to gain external advice to ensure that accurate benchmarking data is calculated.</li> <li>• Review and assess the data and information submissions</li> </ul>

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<p>Manage the development and publication of bpha’s Sustainability Report.</p>	<ul style="list-style-type: none"> <li>• Upload data to the system in line with deadlines</li> <li>• Develop a plan for the production of the Sustainability Report and work with the copy writer and the Communications Team to agree topics and format.</li> </ul>
<p><b>4. Homes and community decarbonisation and environmental improvements</b></p> <p>Work with the Asset Investment and sustainability Team to ensure we comply with the regulatory requirements associated with funding streams and that funding opportunities are maximised relating to energy efficiency, renewable energy, conservation and sustainability.</p> <p>Work with the teams across bpha to identify and deliver potential environmental improvements.</p>	<ul style="list-style-type: none"> <li>• Funding streams are identified and pursued where appropriate.</li> <li>• New materials/fixtures and fitting that improve environmental performance are trialed</li> <li>• Work with the development and property services teams to identify potential environmental improvements in development and refurbishment specifications leading to improved environmental performance of our properties.</li> <li>• Working with the Community Development Team on environmental improvement initiatives with partner organisations and through our volunteering scheme.</li> </ul>
<p><b>5. Customer and Colleague Engagement</b></p> <p>Be a bpha ambassador for environmental sustainability, undertaking research and professional development. Provide guidance and training to bpha colleagues raising awareness and understanding on ways to protect the environment.</p> <p>Work with the community engagement team develop a plan for customer engagement and education initiatives to inform and educate</p>	<ul style="list-style-type: none"> <li>• A programme of engagement and communication activities for bpha customers and colleagues is created and delivered.</li> <li>• bpha colleagues, customers and stakeholders have an understanding of the challenges facing the environment and are informed about how bpha is tackling it.</li> </ul>

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<p>customers about the role they can play in reducing carbon emissions and protecting the environment.</p>	
<p><b>6. Horizon Scanning and Sector Trend Analysis</b></p> <p>Stay updated on emerging sector and broader environmental risks and opportunities, assessing their impact to bpha.</p>	<ul style="list-style-type: none"> <li>• Ensure that horizon scanning is included in performance update reports including the quarterly report for Strategic Health and Safety Group.</li> <li>• Work with the Risk and Assurance Lead to ensure that the legal register for environmental legislation is maintained and updated on a regular basis.</li> <li>• Environmental legislation changes and prosecution outcomes are considered as part of the risk register updates.</li> <li>• Work with external organisations, where appropriate, to gain advice on environmental targets and opportunities.</li> </ul>
<p><b>7. Other</b></p>	<ul style="list-style-type: none"> <li>• From time to time, carry out other activities for which the role holders experience and position would make them suitable.</li> </ul>

## PERSON REQUIREMENTS – ESSENTIAL, unless specified as DESIRABLE:

### Key Skills and Attributes

- Continually demonstrate excellent attention to detail and ability to achieve accuracy when validating data across complex areas and provide accurate reports (E)
- Interdepartmental working to provide the most effective service possible, assisting others as and when required to achieve this (E)
- A good communicator both written and verbally committed to providing excellent quality information both internally and externally when required (E)
- Ability to influence and engage staff at all levels and to present complex information in an accessible way (E)
- Proficient in Microsoft word and Excel and formulas (E)
- Be highly organised, methodical, and analytical with exceptional attention to detail (E)
- Confident presenter and engaging trainer (E)
- Experience with environmental management systems certified to ISO14001 (D).

### Knowledge and Experience

- A passion for, and up to date knowledge of, environmental sustainability. Previous experience within a similar environmental or sustainability role, or recent education in the field (E).
- Understanding of PAS2035 (D)
- Excellent customer service and show an understanding of and commitment to equality and diversity, in all aspects of work (E)
- Comprehensive knowledge of environmental legislation, guidance and best practice (E)
- Experience of undertaking audits and managing the implementation of improvement actions (E)
- Experience of undertaking environmental assessments (D)
- Knowledge of sustainability in the housing sector (D).

### Qualifications or training required (or appropriate demonstrable experience)

- Degree level education, industry exams or strong relevant experience (E).
- Excellent IT skills – Microsoft Office suite, particularly Excel (E)
- Demonstrable commitment to continuous professional development (E)

VALUES AND BEHAVIOURS:



We take responsibility



We are better together



We show empathy



We are ambitious

**We take responsibility**

- We always do what we say, when we say we will
- We are accountable for what we do and sometimes, what we don't do
- We do the right thing not the easy thing

**We show empathy**

- We respect every colleague and customer
- We listen and make sure we understand
- We are considerate to each other and protect our environment

**We are better together**

- We are one bpha, committed to our shared goals and standards
- We achieve more with others, inside and outside bpha
- We value and draw strength from our diversity and differences

**We are ambitious**

- We learn, and with our customers find better ways
- We will make a positive difference for more people
- We are committed to excellence and being the best we can be

Role profiles are a snapshot of requirements at the time of writing; content may change from time to time to ensure that roles continue to meet the changing needs of the business. Role profiles are reviewed yearly.

**DATE LAST REVIEWED:** March 2025