


BURO HAPPOLD

Job title	Global ESG Coordinator
Grade and fit within team structure	Standard
Discipline/Team	Global Business Support/QHSE&T Team
Business unit/Region	UK/Central Business Services
Location	UK - Bath
Reporting line	 <pre> graph LR A[Global ESG Coordinator] --> B[Global ESG Manager] B --> C[Global H&S Director] </pre>
Team structure	As above, also works with ESG Data Analyst as part of Global ESG Team plus wider Quality, Health, Safety, Environment and Travel Team.
Your support	<ul style="list-style-type: none"> • ESG Data Analyst • Global Quality Manager • Global Quality Coordinator • Global H&S Coordinator • UK H&S and Wellbeing Manager • UK H&S Officer • Global Travel Manager • Global Travel Administrator Other indirect: <ul style="list-style-type: none"> • BH office Environmental Coordinators • Global ESG, Sustainability and Climate consulting community

Role overview

What's the purpose of the role?

Responsible for supporting the development and implementation of the Global Environmental, Social and Governance (ESG) framework across the practice, for coordinating the reporting and monitoring of global sustainability and carbon commitments, and for supporting the development, maintenance and continuous improvement of the global Environmental Management System (EMS).

What will success look like?

The successful incumbent in this role will apply their knowledge of corporate Sustainability and Environmental policy and practice to support the management the internal BH ESG framework. They coordinate the Company's ISO14001 EMS, including improvement projects, and coordinate and support the Environmental Coordinators network. Success in this role would involve the building of key relationships

with ESG, sustainability, environmental and other support services employees across the Practice to deliver the above.

What will you be doing...

A detailed overview of your responsibilities is as follows...

Environmental Management System

- Work to ensure that the global Environmental Management System aligns with global sustainability objectives and ISO 14001 requirements including external ISO audits.
- Managing EMS documentation to appropriate ISO, BH QMS and document control systems including Global EMS Sharepoint site.
- Internally auditing offices against ISO 14001 as part of the Global Internal Audit programme and supporting offices to gain certification by implementing the necessary parts of the EMS.
- Coordinate global team of Environmental Coordinators including providing advice and support, training and supporting quarterly meetings.
- Supporting initiatives to develop and improve the performance of the EMS.
- Keeping up to date with relevant changes in environmental legislation and initiatives including international legislation.

ESG Framework & Reporting

- Supporting Global ESG Manager in the development and continuous improvement of the company ESG framework.
- Coordinate the production of the annual company ESG report, working with internal colleagues to collate content and with communications and marketing team on report production.
- Support delivery of global ESG reporting and disclosures including Global ESG Report and other statutory and voluntary reporting.
- Work with external supplier to complete annual validation of carbon footprint via independent third-party assurance.
- Coordinating regular Company-wide surveys and audits to inform environmental performance targets, monitoring and reporting (e.g. Waste audit, Commuter travel survey etc).
- Work with ESG Data Analyst to manage collection and analysis of global GHG emissions data for all BH offices including energy readings and undertake quality assurance of GHG emissions reporting.
- Support global ESG projects as required.

Internal ESG Communications

- Coordinate internal employee ESG/Sustainability communications programme and work with the BH Communications and Marketing team to deliver.

ESG Learning & Development

- Create and maintain ESG/sustainability learning & development content including training courses via internal L&D platform.

ESG Bid Advice and Support

- Provide advice and support to BH bid teams in the completion of ESG questions as part of PQQ/bidding process for client projects and client frameworks manage delivery of regular/periodic client ESG returns.

More about you...

Experience & Qualifications

Required Skills

- Minimum of 2-3 years' experience in a corporate sustainability/ESG coordination role with good working knowledge of company greenhouse gas emissions targets and reporting.
- Excellent communication skills with experience in engaging with and training colleagues on sustainability/ESG issues.
- Proficient in Microsoft Office suite particularly with Excel and Powerpoint.
- Experience of successfully delivering internal improvement projects.
- Ability to manage and prioritise a busy and varied workload.
- Flexible attitude with good team working skills.
- Diligent with good attention to detail.
- ISO 14001 Environmental Management System experience.
- Able to travel within the UK.

Desirable Skills

- ISO14001 Internal Audit experience.
- Membership of relevant professional bodies such as IEMA.
- Experience in a global organisation and adapting communication style to different countries, and cultures.
- Background knowledge of the built environment sector.

Style & Behaviours

- A genuine interest in and understanding of environmental and ESG issues and relevant legislation.
- Problem solving and solutions focussed.
- The ability to take the lead on projects.
- Attention to detail and a methodical approach to work.
- Good organisation and time management.
- Self confidence.