**Job Description**

**Post**: Associate Director

**Grade:** Director

**Role:** To achieve exceptional standards in the delivery and management of sustainability services to our clients

**Qualifications and Experience**

**Minimum**

* 10+ years’ experience currently holding a leadership/ management position in a similar role
* Demonstrable experience in successfully running and/or developing new service lines
* Licensed energy and low carbon assessor
* Experience in delivering whole life carbon assessments, net zero strategies and/or GHG ESG reporting
* Experience in helping organisations to cut carbon emissions
* Experience of one or more of the following: BREEAM/ HQM/ LEED/CfSH/SKA/DREAM
* Experience in bidding for or supporting the winning of work
* Experience in project and client management
* Have strong communication and client facing skills
* If not currently chartered, ideally should be working towards chartership with a relevant institution (e.g. CIBSE, Energy Institute, IEMA)

**Desirable**

* Experience of relevant data sources and approaches for compiling energy use and emissions data
* Experience of stakeholder engagement and stakeholder workshop facilitation
* A science, engineering, or building-related degree; a building sustainability/energy related MSc

 **Key Attributes**

* Strives to be exception in everything you do
* Results based and driven to win
* Actively promotes a team approach both internally and externally
* Maintains performance levels under significant pressure
* Motivates and inspires others and has a positive outlook and attitude
* Builds strong relationships through trust and integrity and honesty
* Professional expertise and industry leader
* Can provide a strategic perspective and vision
* Communicates clearly and using appropriate methods
* Develops both themselves and others
* Influences and leads change
* Creative problem solving
* Owns it, takes responsibility and is accountable

**Roles and Responsibilities**

**General Core Responsibilities**

* Develop and support the creation of new service lines including carbon and energy
* Support the Sustainability Director to achieve and exceed income and performance targets
* Actively participate in the delivery of CPD
* Promote and embody the Coreus projects group values
* Be a mentor and role model to junior members of the Coreus team
* Be an enthusiastic contributor and bring new ideas for process efficiency in the delivery of sustainability services
* Be an innovator, influencer and thought leader and ensure you actively pursue your own professional development

**Business Development**

* Support the Directors with the drive for business growth to achieve and exceed 1yr, 3yr and 5 yr targets as set within the company’s business plans
* Support the development of sector-based business development strategies
* Ensure all opportunities to cross sell services across the whole group is captured
* Build positive relationships with clients and consultants on your assigned projects
* Attend networking events and promote Coreus entire service offering
* Support the Directors with internal business development activities including updating strategies and in-house reporting.
* Act as bid lead on assigned sustainability bids to ensure they are adequately resourced and delivered to the highest standards
* Support the Coreus Marketing team in the delivery of content for the website and social media channels as required to actively promote Coreus and yourself
* Manage client relationships of designated clients
* Support the development and promotion of new market led service offers and propositions that clients can readily access.

**Project Delivery**

* Take a leading role in the delivery of carbon and energy assessments for our clients. Develop process and procedures as necessary to ensure the highest quality service and outputs.
* Support the delivery of all sustainability services lines as required including but not limited to carbon and energy assessments, net zero strategies, Sustainability assessment methodologies (BREEAM, SKA, DREAM, HQM and bespoke strategies)
* Delivering high quality, clearly written outputs
* Lead and monitor projects ensuring that milestones are achieved, and client expectations are exceeded
* Follow existing procedures for undertaking project work but where required provide ideas for efficiency and improvement mechanisms to ensure the highest quality reports and service for our clients.
* Clearly identify any project issues and develop the necessary reports and mitigation plans for review by the Sustainability Director
* Act as a project lead on sustainability projects where assigned
* Liaise with the Enabling Services Director when required to assist in the undertaking of designated client satisfaction surveys
* Always adhere to Quality Assurance procedures to support the achievement of the ISO 9001 certification.

**Finance**

* Accountable for the financial performance of project budgets
* Assist in the day to day financial management of the Sustainability team including invoicing and where necessary assist the finance manager with chasing bad debt accrued by your assigned clients and/or projects.

**Human Resources**

* Provide input onto Sustainability Team members personal development plans
* Provide cover and assist in the management of the sustainability team members for example expenses approval, resourcing and leave applications where required

**Heath and Safety**

* Lead by example in all issues related to Health and Safety
* Follow all H&S guidance, procedures, and complete risk assessments as required and applicable to all company offices, client’s offices and sites
* Follow all Covide-19 procedures and protocols where requested applicable to company offices, client’s offices and sites

**Sustainability Support**

* Promote and play an active role in the delivery and achievement of the net zero carbon targets as set out in our agreed road map
* Provide support to the wider services/business units developing sustainability strategies and ensuring compliance to environmental regulation where applicable
* Promote Coreus to our clients and partners as a leader in sustainability