

JOB DESCRIPTION

1. Assistant Director (Environment)

- i. implementing environmental policies and practices
- ii. devising strategies to meet targets and to encourage best practice
- iii. devising the best tools and systems to monitor performance and to implement strategies
- iv. ensuring compliance with environmental legislation
- v. assessing, analysing and collating environmental performance data and reporting information to internal staff, clients and regulatory bodies
- vi. confirming that materials, ingredients and so on are ethically or environmentally sourced
- vii. managing environmental strategy budgets
- viii. liaising with internal staff including senior managers and directors
- ix. acting as a champion or cheerleader for environmental issues within your organisation
- x. providing environmental training to staff at all levels
- xi. writing plans and reports
- xii. keeping up to date with relevant changes in environmental legislation and initiatives including international legislation where applicable
- xiii. producing educational or information resources for internal staff, clients or the general public
- xiv. liaising with regulatory bodies such as the Environment Agency
- xv. A genuine interest in and understanding of environmental issues, relevant legislation and renewable energy sources