**Role Profile**

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| **Role Title** | **Environmental Sustainability Officer** |
| **Business Division** | Cormac Management Systems |
| **Grade** | COR10 |
| **Report to (role title)** | Environmental Sustainability Manager |
| **Version** | V1 |
| **Date Job Evaluated** | 05/08/2025 |
| **Job Code** | 000641 |
| If you would like this information in another format please contact:**Corserv Head Office****Western Group Centre****Radnor Road****Scorrier****TR16 5EH**Email: recruitment@cormacltd.co.uk |

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| Financial | Direct financial accountability:  | £0 |
| Indirect financial accountability: | £0 |
| People Management  | Number of direct reports:  | 0 |
| Number of indirect reports: | 0 |
| Working Conditions  | [x] No unusual hazards (less than 20% of the time) [ ] Minimum precautions required (more than 20% of the time)[ ] Some precautions required (more than 50% of the time) [ ] Precautions required (more than 75% of the time) |
| Physical Activity | [x] Minimal [ ] Light[ ] Moderate [ ] Heavy |
| Work Demands *(tick all that apply)* | [x] Work to deadlines [x] Frequently changing[x] Managing conflicting priorities [ ] Not normally interrupted or subject to change |
| Work Context | [x] No/minimal risk to personal safety [ ] Potential risk to personal safety[ ] Moderate risk to personal safety [ ] Substantial risk to personal safety |

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| **Role Purpose**Based within Cormac’s Environment Sustainability team and reporting to the Environmental Sustainability Manager, the Sustainability Officer post is a key support role in embedding exemplary standards and culture throughout Cormac. |
| **About the role**The main activities of this role are framed around the Cormac’s diverse range of environmental responsibilities, covering topics such as (but not limited to): pollution prevention, carbon reduction, waste management and ecology. The role involves a mixture of both office-based and mobile site-based working and requires extensive interaction with staff at all levels, spanning all business functions. Key elements of the role include:* Ensuring that the Cormac Business meets its statutory and non-statutory environmental compliance obligations.
* Conducting proactive environmental inspections, audits and investigations, to monitor, report and action information in way that drives continual performance improvement and positive organisational change.
* Contributing to the development and maintenance of Cormac’s extensive ISO 14001 certified environmental management systems (EMS) and ISO 9001 quality management systems (QMS).
* Supporting operational staff members and teams throughout Cormac by sharing findings and solutions to environmental issues and delivering advice, guidance and training.
* To maintain confidentiality of information acquired in the course of undertaking duties for the Company.
* To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g., County Council (Equal Opportunities Policy/Code of Conduct), national legislation (Health and Safety, Data Protection).

To be responsible for your own continuing self-development, undertaking training as required. |
| **What you'll be doing**1. **Ensuring the business meets its environmental sustainability obligations through:**
* Contributing to the development and maintenance of Cormac’s EMS, ensuring continual improvement, legislative compliance and conformance with the ISO 14001 standard.
* Keeping abreast of current best practice standards and legislation applicable to the companies work and cascading this to relevant staff.
1. **Contributing to effective monitoring of the EMS performance through:**
* Conducting environmental inspections and audits as required within the work-plan, controlling risk/non-compliance where it is found, preparing reports and communicating findings to relevant managers.
* Investigating and recording incidents, near misses, risks and opportunities, preparing and communicating reports in a timely manner and taking a proactive lead in review meetings to drive improvement actions.
* Capturing and analysing environmental performance information/statistics that support EMS improvement, legal compliance and strategic initiatives around environmental sustainability and carbon reduction.
1. **Engaging with others and supporting continual improvement in the businesses through:**
* Championing environmental management and sustainability with operational staff, providing technical advice and clarifying legislative standards, contributing to progression of annual environmental and sustainability plans and highlighting risks and opportunities.
* Developing and delivering training and other initiatives to ensure environmental management is visible and integrated within daily operations, promoting positive culture and maintaining staff familiarity with legislative and best practice requirements.
* Ensuring high environmental standards are present at site level by advising on working methods, work equipment, formal permissions, monitoring, testing and other matters relating to the environment.
1. **Supporting effective departmental functioning by:**
* Standing in for the Environmental Sustainability Manager where required during periods of absence.
* Maintaining a flexible working pattern in order to respond to emergency situations and other workload requirements that may arise at short notice.
* Undertaking other duties appropriate to the grading of the post as required.
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| **How you’ll be doing it****Making Safety First*** This is about ensuring safety is at the forefront of everything we do and embedded throughout the business.
* Ensure clarity of instruction and briefing of required safe standards for every job.
* Lead from the front in demonstrating safe working practices and never ‘walking-by’.
* Supports team, ensuring all work equipment and PPE is available before work commences
* Being open to alternative suggestions on safe working and encourages open communication with team and management.

**Collaborative*** Working with wider teams and clients to deliver success
* Valuing a team approach to projects and challenges within your role
* Using group resources effectively to produce results
* Be an effective communicator at all times

**Innovative*** Seeking opportunities to improve process and embracing new ideas and technology with positive change in mind
* Challenging practices where progress is limited

**Positive*** Remain optimistic in the face of change and drive forward to support growth and success
* Demonstrate a commitment to the group objectives and vision and take actions accordingly

**Focus on Excellence/Commitment to Quality*** Deliver value and service to customers, both internally and externally
* Ensure quality underpins approach, methods and results
* Stay up to date with best practice and align your approach accordingly
* Take a strategic approach towards your work, ensuring it delivers value to the group as well as our customers
* Consistently deliver results to a high standard
* Ensure safety is at the centre or your operational approach

**Trust*** Build brand reputation by honouring agreements, appropriately managing expectations and being open and honest in all interactions
* Value the knowledge and experience of your teams in delivering a great service
* Empower your teams to succeed and be empowered to make a positive influence within the group
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| **Qualifications and Experience** | **Recruitment and Selection** |
| The following qualifications are essential:* Degree level qualified in a relevant environmental subject area

The following qualifications are desirable:* Membership of appropriate professional body (e.g. IEMA). Where absent, candidates must commit to achieve this within 12 months of commencement, supported by the company.
* Audit training; ideally to an ISO standard.

Any other environmental training (e.g. carbon, waste or ecology). | Application Form [x]  Interview [ ]  Certification [ ]  |
| Proven experience of environmental legislation and best working practices and the ability to integrate this knowledge into management systems and communicate requirements effectively to business audiences. | Application Form [x]  Interview [x]  Certification [ ]  |
| Experience of analysing and interpreting complex data, with an eye for detail. | Application Form [x]  Interview [x]  Certification [ ]  |
| Experience of providing support and advice to others, maintaining and approachable and positive attitude, influencing others and successfully resolve conflicts of interest. | Application Form [x]  Interview [x]  Certification [ ]  |
| Excellent communication and presentation skills, both verbal and written and able to prepare objective and clear reports which set out recommendations and solutions, supported by evidence and data. | Application Form [x]  Interview [x]  Certification [ ]  |
| Adaptable and able to multitask efficiently and confidently within a busy and dynamic work environment. | Application Form [x]  Interview [x]  Certification [ ]  |
|  | Application Form [ ]  Interview [ ]  Certification [ ]  |
|  | Application Form [ ]  Interview [ ]  Certification [ ]  |
|  | Application Form [ ]  Interview [ ]  Certification [ ]  |
|  | Application Form [ ]  Interview [ ]  Certification [ ]  |
| **Other requirements** |
| Full Valid driving licence | Yes |
| The duties of the role involve travel on a regular basis. It is a condition of employment that the role holder can exercise satisfactory travel mobility in order to fulfil the obligations of the role. For those journeys where an alternative form of transport is unavailable or impracticable the role holder will be required to provide a suitable vehicle. | Yes |
| This role has been identified by the organisation as safety critical | No |
| This role is politically restricted | No |
| This post is subject to overtime (where approved/appropriate) | No |
| This post is subject to the Company’s Flexitime Scheme (manager discretion) | Yes |
| This post is subject to a criminal records disclosure check | Yes BasicAdult |
| **Approving Manager** | Environmental Sustainability Manager |
| **Approving Business Divisional Head** | Planning, Systems & Business Process Manager |
| **Approving Director** | Managing Director |
| **Date** | 26/08/2025 09:36:20 |