



<b>Job Title:</b>	Sustainability Manager	<b>Reports to:</b>	Purchasing & Sustainability Director
<b>Department:</b>	Purchasing	<b>Additional Reporting Line:</b>	None
<b>Division:</b>	Group	<b>Direct Reports:</b>	None
<b>Location:</b>	Mirfield		

#### **Purpose of Role**

The Sustainability Manager will work with the Senior Management team to implement the Group ESG strategy while putting in place a framework and KPIs to monitor its progress. The role requires strong working relationships with Purchasing, Compliance, Technical, Finance, Operations, Marketing and Sales teams across the Group. The Sustainability manager supports the Group's commitment to the environment, social factors and transparent governance providing an interface with customers.

#### **Key Responsibilities**

The key tasks, responsibilities and accountabilities for the post holder include:

Lead the development and coordinate the delivery of John Cotton Group ESG strategies on the journey to Net Zero. This will include the development and implementation of environmental policies & procedures, action plans, ensuring that John Cotton Group always meets relevant legislation and industry best practice.

- Lead the development and implementation of environmental and sustainability management systems to continually improve the impact of the organisation on the environment and audit, analyse and report performance to internal and external clients, customers, and regulatory bodies.
- Takes Leadership for Higg across the group and drive the ISO 14001 project to completion.
- Collaborate with the Sales, Marketing and Communications team to effectively communicate internally and externally John Cotton Groups ESG Strategy.
- Collaborate with the New Product Development teams across all commodity streams on new projects and commercial initiatives which will drive the sustainability agenda.
- Produce ESG reports and set organisational sustainability targets, developing plans to meet those targets and oversee their delivery.
- Liaise with relevant members of the Senior Management team across John Cotton Group to ensure that all ESG-focused Company documents are reviewed as required and are based on sound legislative, industry standards, or Company policy.
- Support the company's philanthropic activities to ensure ESG goals are fulfilled.
- Keep aware of industry and legislative changes and ensure knowledge transfer within the Group.
- Proactively work with suppliers and industry experts to bring in new Innovation that will support John Cotton Group ESG commitments and ultimately deliver new sales opportunities with customers (e.g. Energy efficiency, new product, new packaging, new ways of working etc)

#### **Additional Responsibilities**



- To support the Procurement Category Plan of raw materials & services – Ensuring ESG commitments are built into future sourcing plans and ongoing measurement of Supplier ESG commitment and performance.
- Attend Industry Conferences and Events
- To provide any management/customer cover as determined by the Purchasing Director

**Person Specification**

Skills, experience and qualifications that are required for the role:

- Experience of working within an ESG environment within a fast-moving business
- Good attention to detail
- Ability to influence stakeholders at all levels
- Strong analytical and problem-solving skills
- Good communication skills to be able to communicate both internally and externally
- A passion for Sustainability

**Competencies**

**Personal Competencies**

Passion & tenacity – ESG is still in its infancy and evolving quickly. The job holder will need to lead the way and bring others with them.

Analytical – The role requires significant data capture and thorough analysis which can be condensed into key messages for the Board and wider business.

A Team Player – ESG projects will be delivered by multi-functional teams, not just individuals

Strong Communicator – The ability to confidently present to customers and internal stakeholders.

**Role Specific Information**

- Office based – Travel between sites and to suppliers is to be expected
- Normal office working hours

<b>Created by:</b>	Steve Duncan	<b>Job Title:</b>	Procurement Director
<b>Signed:</b>		<b>Date:</b>	
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<b>Signed:</b>		<b>Date:</b>	