

#### JOB DESCRIPTION

#### POST TITLE: Sustainable NI Manager

#### REPORTS TO: Chair of the Board of Directors – Sustainable Northern Ireland

#### LOCATION: Northern Ireland Environment Link Office, 88 Loopland Drive, Belfast BT6 9DW (however travel throughout Northern Ireland is required)

#### STATUS OF POST: Temporary (maternity cover, up to 12 months)

#### *Consideration will be given to a range of options for filling the*

#### *post including secondment, part time, job share etc.*

#### SALARY SCALE: NJC PO1 – PO2 SCP 33-38 (£29,909 - £34,106 per annum)

#### *Depending on experience*

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#### KEY PURPOSES

#### Work in collaboration with central government, local government, NGOs and the private sector to deliver effective sustainable development strategies;

#### Support local government in understanding and complying with the Statutory Duty for Sustainable Development;

#### Support the Local Government Sustainable Development Forum and promote the benefits and opportunities associated with a sustainable development approach.

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#### KEY DUTIES AND RESPONSIBILITIES

**Governance**

#### Support the Board in the realisation of its vision and strategy through the delivery of the Business Plan, whist maximising value for money through ensuring that services are delivered in the most efficient and effective way;

#### Provide support to the Board in reviewing and updating the annual business plan in order to maximise delivery on public funding through objective setting and key performance target monitoring;

#### Provide support and advice to the Chair and the Board of Directors to ensure effective and efficient discharge of their responsibilities including continuous improvement activities;

#### Ensure regularity, propriety and compliance with relevant internal and external policy frameworks.

**Leadership**

#### Assist and support the Sustainable NI Board in the delivery of the organisation’s aims and priorities;

#### Maintain and develop the organisation’s reputation as a source of high quality independent advice, guidance and information on sustainable development policy and practice in Northern Ireland;

#### Represent Sustainable NI and develop and maintain working relationships with a wide range of bodies locally, nationally and internationally, as appropriate.

**Organisational Management**

#### Oversee the day to day management of the organisation, securing the efficient, effective and economic use of the financial and human resources of the organisation;

#### Deliver Sustainable NI’s business plan and the commitments made within it;

#### Manage Sustainable NI and its projects and develop options for its future work;

#### Report to the Board and its Chair on a timely basis concerning the performance and delivery of the organisation’s work programme.

**Policy Development**

#### Inform and advise the Board and the Forum on matters of policy relating to sustainable development and associated matters;

#### Liaise with government and a wide range of other organisations on the formulation of policy and strategies to advance sustainable development.

**Sustainability Support**

#### Support local government and public authorities in their compliance with the Statutory Duty for Sustainable Development and help them to embed the principles of sustainable development throughout their operations, including Community Planning and performance management requirements;

#### Provide expertise in relation to the objectives of the NI Sustainable Development Strategy and local Sustainable Development Plans, and support the delivery of the associated Implementation Plans;

#### Manage and provide the secretariat for the Local Government Sustainable Development Forum;

#### Assist local government and other stakeholders to use SNI’s Sustainability Audit Matrix (SAM), Sustainability Assessment Toolkit (SAT) and Social Value Toolkit to demonstrate their commitment to adopting a sustainable approach to their business;

#### Work in a collaborative role with departments of central government, local government, NGOs and the private sector to support the delivery of national sustainable development objectives through:

#### Effective engagement with delivery agents, notably local government;

#### Raising awareness of and promoting sustainable development to key stakeholders through presentations, case studies, seminars, research, maintenance of the website, briefing notes, newsletters, etc, providing a source of information and promoting change where appropriate;

#### Researching, sourcing and disseminating best practice;

#### Liaising with central government departments and local councils on the linkages with and requirements for sustainable development within local government.

**Communications**

#### Lead and manage SNI’s communications, and promote the role and workings of the Local Government Sustainable Development Forum and the work of its members;

#### Maintain, manage and update SNI’s website

**Fundraising**

#### Actively seek and apply for additional sources of funding for SNI’s core activities as well as for additional projects.

#### The post holder will be expected to undertake any other duties as may be assigned by the SNI Board.

**PERSON SPECIFICATION**

**POST: Sustainable NI Manager – SUSTAINABLE NORTHERN IRELAND**

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| **CRITERION** | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** | A third level qualification (e.g. NVQ Level 5 or Degree) or equivalent in a discipline related to sustainable development | A postgraduate qualification in a discipline related to sustainable development. |
| **EXPERIENCE** | At least two years’ experience in a field related to sustainable development  Experience of working with district councils, public sector bodies or similar large, complex organisations  Experience of managing, promoting and running successful events (e.g. conferences, training events and workshops)  Governance and accountability experience | Experience of obtaining external funding  Previous experience of policy formulation and appraisal in respect of sustainable development and environmental issues  Experience and application of sustainable development related tools e.g. sustainability assessments, ecological or carbon foot-printing, EMS, etc.  Experience of managing websites or social media platforms |
| **KNOWLEDGE** | Knowledge of current sustainable development issues  Knowledge of local government, its internal processes and their relevance to sustainable development issues,  Knowledge of Microsoft packages to include Word, Excel, PowerPoint | Knowledge of Community Planning |
| **Skills/Abilities/Personal Attributes** | Ability to influence and raise the profile of and commitment to sustainable development at all organisational levels  Excellent organisational skills with the ability to work on own initiative and have a pro-active approach to achieving goals  Strong written, verbal and interpersonal communication skills  Proven ability to prioritise workload  Proven interpersonal, networking and partnership working skills |  |
| **Other Requirements** | A full driving licence which enables the post holder to drive in Northern Ireland and a car available for official business **or**  Access to a form of transport which will enable the applicant to meet the requirements of the post in full |  |

**Sustainable NI reserves the right to enhance the above criteria to facilitate shortlisting.**

Only application forms containing all the information which has been sought will be considered. The shortlisting panel will base shortlisting decisions on the information contained within the Essential and Desirable Criteria (if applied) narrative sections. It is the applicant’s responsibility to provide sufficient relevant information, including dates, in this section of the form for assessment against each criterion. Applications will only be accepted on Sustainable NI application forms, available for download from the website – [www.sustainableni.org](http://www.sustainableni.org). Curricula Vitae, letters or any other supplementary material will not be accepted in place of, or in addition to, completed application forms and will not be submitted to the shortlisting or interview panel.

Applications which are received after 12 noon on the closing date **will not be accepted**.

A task will form part of the interview process. This may include an unseen presentation.

#### ADDITIONAL GUIDANCE

#### Reasonable Adjustments

#### Please contact 028 9590 9351 if you have any queries, special requirements or require any reasonable adjustments due to disability for any stage of the recruitment or selection process.