

# Job Profile – Sustainability Programme Manager

<b>Location:</b>	Hampton Court Palace
<b>Reports to:</b>	Palaces Group Director
<b>Key relationships:</b>	Head of Maintenance Palaces and Collections Director Energy Futures Project Engineer Building/Maintenance/Project Surveyors Health & Safety and Sustainability Officer Senior Leadership Team Heads of Palaces Building curators Sustainability leads and champions Relevant consultants and external partners
<b>Budgetary responsibility:</b>	Impacting £3-4m operating expenditure per annum on utilities. Management of a programme budget of c.£5-7m over 5 years.

## Purpose of this job

Our challenge is clear: to minimise our contribution to climate change and get as close to carbon net zero as possible. As Sustainability Programme Manager you'll lead development and delivery of our plan to achieve this. You'll identify the priority actions and the resources needed to deliver them. You'll develop business cases and present them to senior stakeholders. You'll support delivery by relevant departments, project managing in certain instances. You'll monitor progress, reporting on it to relevant stakeholders. You'll work collaboratively across teams, constructively challenging and influencing in order to embed our sustainability agenda into everyday behaviour and decision making across the organisation. You'll keep up to date with best practice externally, ensuring we learn effectively from others. You'll represent the organisation in key stakeholder meetings and build your network with key industry contacts.

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## What you will be doing in your role

- **Policy, Planning and Governance**

Lead development and delivery of a prioritised plan showing how Historic Royal Palaces (HRP) will work towards achieving carbon net zero, and lead on the development of any policies needed to support it. Work with a wide range of internal and external stakeholders to ensure the plan is comprehensive in its approach, covering all activities which have an impact (positive and negative) on our carbon footprint.

Support and co-ordinate business units across the Charity to develop coherent strategies, aligned to the overall sustainability strategy

Introduce mechanisms to ensure that consideration of carbon net zero issues is built into our governance, project management and procurement processes.

- **Developing business cases and delivering priority projects and actions**

Lead and co-ordinate development of the business cases and project plans needed to deliver work prioritised within the Sustainability Plan. Support staff across the organisation to deliver them. As appropriate, manage delivery of projects yourself, managing them in line with HRP's project management processes.

- **Developing and delivering our energy, water and waste programme**

As a particular priority, ensure the development and delivery of a programme to reduce HRP's energy, water and waste use and to move us on to greener solutions. Work in close partnership with the Energy Futures Project Engineer, Head of Maintenance and Maintenance/Project Surveyors to achieve this.

- **Monitoring and reporting on progress**

Report on our sustainability performance and progress against our carbon net zero targets, producing timely and comprehensive reports for managers, the Executive Team and Trustees that track delivery of the plan. Identify the key risks across the programme and guide development of mitigation measures as appropriate.

- **Leading culture and behaviour change across our organisation**

With the Executive team, lead the culture and behaviour change required to achieve our carbon net zero ambition. Advise the Executive team on best practice methods to achieve this and work with the Health & Safety and Sustainability Officer to deliver it. Ensure good communication on sustainability issues across the organisation.

- **Fundraising and budget management**

Manage relevant project and operating budgets in line with HRP's financial procedures.

Identify funding opportunities that may support delivery of our ambition and work with the fundraising team to capitalise on these.

- **Keeping up to speed with external developments and best practice**

Act as the organisation's subject matter expert on matters relating to our carbon net zero ambition. Be proactive in maintaining a strong external network to ensure you are up to speed on latest developments and on best practice. Share best practice examples gleaned from others, supporting the organisation to 'steal

with pride' things that have worked well elsewhere. Proactively share HRP's learning with other organisations in return.

## **Core qualities and behaviours**

In addition to your main areas of responsibility, the core qualities and behaviours that are required from all our people for successful delivery of our Cause and Strategy are summarised below.

### **Memorable Experiences**

Going above and beyond to create personalised experiences that inspire and provoke change

### **Simplify and Adapt**

Cutting through complexity to find simple solutions and encourage agile ways of working

### **Money Matters**

Generating the money to grow our impact and care for our palaces; creating a culture of getting better value and increasing our financial headroom

### **Fresh Thinking**

Demonstrating the courage to push the boundaries, striving to stretch ourselves

### **In this Together**

Working collaboratively across the organisation, investing time in building trusted relationships to create 'one team-one HRP'

### **Inspire Success**

Enabling and supporting your staff to succeed

## **Other requirements**

In addition to the above you are also required to have read and comply with the rules/standards contained in HRP's Code of Conduct, including Health and Safety requirements. The Code of Conduct can be found in the Staff Handbook.