

Delivering for Excellence

Environmental Sustainability Adviser, Grade 3

The Scottish Parliament is a values-led organisation which means our values (Stewardship, Excellence, Inclusiveness, and Respect) are at the centre of everything we do. These values are embedded in this role.

Stewardship

Focusing on the longer term to ensure we are leaving things better than we found them and putting our shared interests ahead of any individual or team.

Your main responsibilities will involve:

- Monitoring the procedures involved in data collection and suggesting changes and efficiencies to enable the continual improvement of data collection, analysis, and presentation
- Working with the Sustainable Development Performance Manager to ensure the Parliament remains ambitious and committed in its response to the climate emergency as outlined in the [Sustainable Development Plan](#).
- Enhance how the Parliament can reach its sustainable development vision and Net Zero performance by measuring and analysing the Parliament's carbon footprint and highlighting ways to reduce emissions.

And in delivering these you will have:

- A commitment to continuous improvement and positively contributing to and participating in projects and initiatives to improve carbon foot printing and data collection
- A commitment to further developing your own skills and knowledge to better provide research and analytical support in carbon foot printing and sustainable development
- Passion for sustainability and climate change action, knowledge and an interest in evolving carbon footprint calculation and identifying ways to reduce emissions.

Excellence

Taking care to enhance our reputation in everything we do. Using our skills and resources efficiently and effectively to deliver high-quality sustainable results.

Your main responsibilities will involve:

- The end-to-end ownership of the data gathering process and preparing the environmental data, including the compiling of statistics
- Analysing environmental data and carbon foot printing data to identify trends and patterns, monitoring environmental performance for reporting purposes
- Working to statutory deadlines and contract management for ISO14001, ensuring audits are undertaken effectively and standards are in place

And in delivering these you will have:

- Membership of a professional body such as IEMA or CIEEM, with the ability to review large volumes of data from a range of sources and refer to carbon accounting standards
- Good analytical skills with experience of gathering and evaluating information from a range of sources to identify trends and patterns
- An understanding of ISO14001 standards with the ability to balance your workload, plan ahead and prioritise competing demands

Respect

Appreciating difference, building cohesive teams, and fostering the values and experiences of diversity.

Your main responsibilities will involve:

- Establishing effective internal and external relationships and working closely with colleagues across offices and relevant stakeholders
- Supporting colleagues to deliver Net Zero solutions in a mutually beneficial way, increasing climate and carbon literacy of those involved in the Sustainable Development Programme
- Collaborating with colleagues to ensure data and records are accurate and accessible, in accordance with the Parliament's Information Governance frameworks

And in delivering these you will have:

- Excellent communication skills and the ability to develop meaningful relationships with both internal and external colleagues, recognising the value of their skills, strengths, and experience
- The ability to openly share your Net Zero knowledge and skills to help other members of the team to develop, being approachable and sensitive towards others
- A high attention to detail and a commitment to accessibility, working collaboratively with colleagues towards shared goals and priorities

Inclusiveness

Understanding the big picture and seeking out alternative perspectives. Every colleague feels they can make a valued contribution and deliver their best work.

Your main responsibilities will involve:

- Arranging surveys and engagement visits, devising activities and events related to improving the Parliament's sustainability performance
- Managing and supervising contractors and team members, taking responsibility for providing guidance and training to new members of the Sustainability Team
- Understanding the importance of promoting sustainability through corporate messaging using accessible methods

And in delivering these you will have:

- The ability to be well organised and engaging, suggesting creative solutions to improve sustainability behaviours
- Well-developed coaching skills, seeking feedback or alternative perspectives by listening to others and adapting your behaviour to their needs
- The ability to explain or pass on complex or detailed information precisely and clearly to a diverse range of people, at different levels, with different knowledge base to bring about an understanding of sustainable development and how it needs to be prioritised