

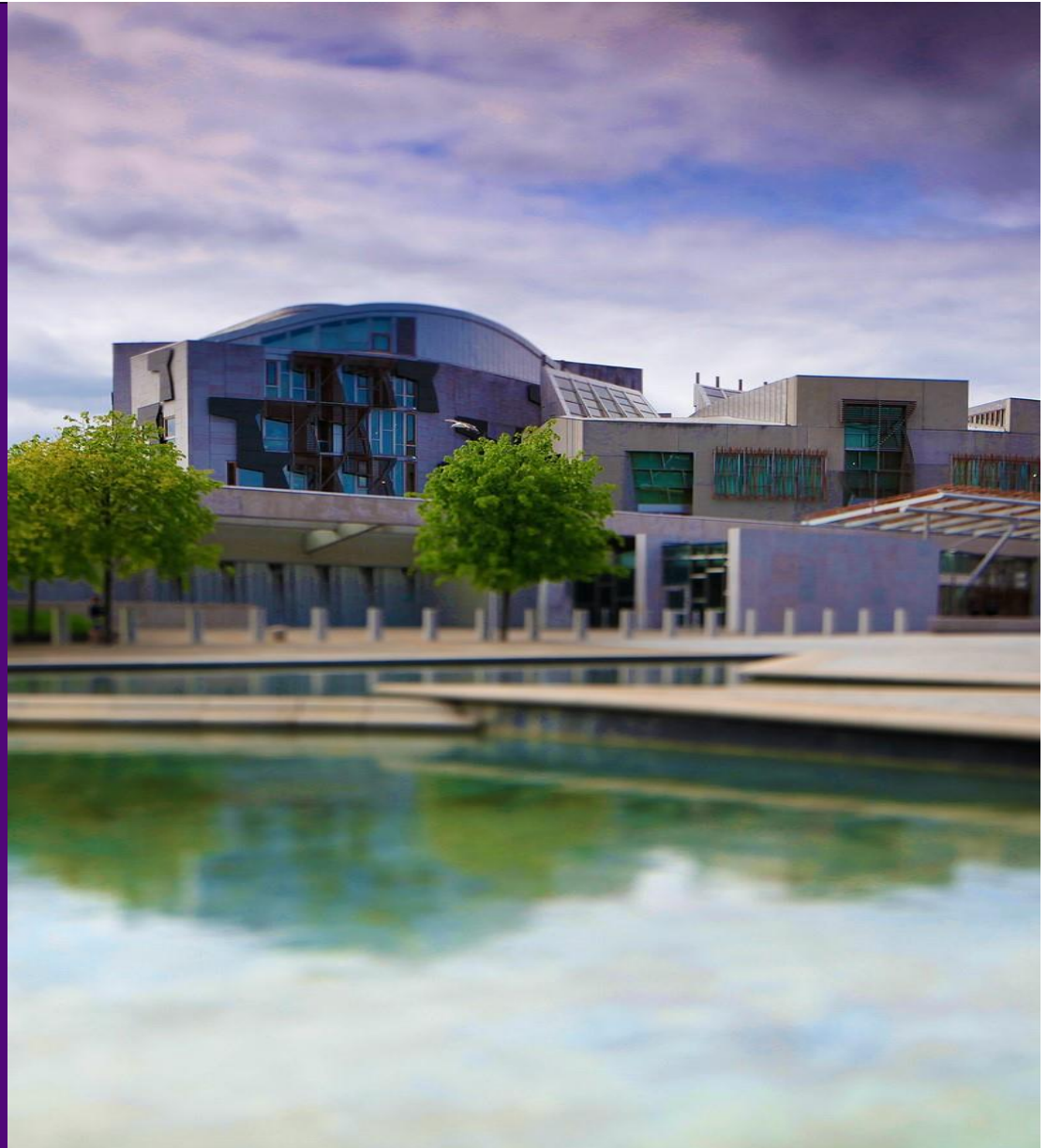


The Scottish Parliament
Pàrlamaid na h-Alba

**Resilience and
Sustainability Office**

**Environmental
Sustainability
Adviser**

Application Pack



Welcome from Victoria Barby, Sustainable Development Performance Manager, Scottish Parliament

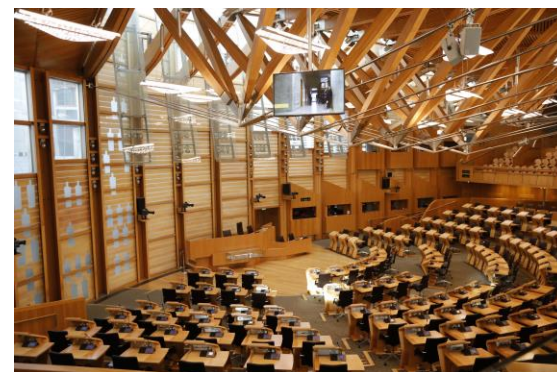
The Sustainability Team provides support to senior managers to embed sustainability into their operations and help make decisions through a sustainability lens. Supporting the organisation with its vision to be a leader in sustainability within the public sector. The Sustainability Team aid the development of sustainability activities via advice and guidance to projects and other change activities across the Parliament.

We are offering an excellent opportunity to join the Sustainability Team as an Environmental and Sustainability Adviser. In your role you will provide support to Senior Managers ensuring the operations at the Parliament are compliant with environmental legislation for air, land, water and waste and the 3 public sector duties outlined in the Climate Change Act. Ensure compliance with relevant regulations, standards, and reporting requirements related to sustainability. Maintaining and evolving the Environmental Management System to ISO14001 standard to demonstrate compliance. Coordinate and embed in the organisation all requirements of the standard in a robust way and facilitate the external audit programme required for certification to the Standard.

Our team is focused on creating a culture where you are empowered to deliver high quality work which will enhance the reputation of the Parliament. Our approach involves collaborative working, with colleagues across the parliamentary service, promoting positive and open communication, as well as our commitment to diversity and inclusion.

We're an inclusive employer and our team supports a variety of approaches to flexible working. We have excellent facilities for cyclists as well as an on-site gym and offer other great benefits. Not only that, you get to work in one of Scotland's most iconic buildings.

We're committed to increasing the diversity of our parliamentary service so that we can benefit from the broadest range of perspectives, backgrounds, skills and experience as we tackle the challenges and opportunities ahead. We would therefore particularly welcome applications from women and members of minority ethnic communities.



The Scottish Parliament
Pàrlamaid na h-Alba

Working in Resilience and Sustainability Office

I really enjoy my role working as an Environmental and Sustainability Adviser at the Scottish Parliament as it means I get to ensure the organisation is leading the way on all aspects of sustainability which is important as the Parliament is the place where sustainability legislation for Scotland is passed. I find my job varied with lots of opportunities to be involved in a variety of different projects. I find it rewarding and appreciate being able to make a difference.

During my time here, I have had the opportunity to visit Downing Street and attend events at Westminster as well as taking part in workshops and groups as part of a wider sustainability network in Scotland working in climate change and adaptation.

As a member of the Sustainability Team I like getting to work with other teams within the Parliament, working closely with FM, Resilience and other offices within the Parliament embedding Sustainability in all areas. The variety within the role means working on gathering data and carbon management as well as projects looking at Scope 3 calculations, travel surveys, Adaptation risk assessments, circularity and Net Zero Goals.

This role offers flexible working as well as training and development opportunities.



The Scottish Parliament
Pàrlamaid na h-Alba

Maureen Lynch, Environmental Sustainability Adviser

Environmental Sustainability Adviser – Resilience and Sustainability Office, Grade 3

Salary range: £32,884-£40,000 (£23,107.68-£28,108.11 pro-rated)

Want to make a difference in one of the most influential places in Scotland? Now is your chance!

This is an excellent opportunity to join the Sustainability Office at the Scottish Parliament, as an Environmental and Sustainability Adviser. The Sustainability Team provides support to senior managers to embed sustainability into their operations and help make decisions through a sustainability lens. Supporting the organisation with its vision to be a leader in sustainability within the public sector. The Sustainability Team aid the development of sustainability activities via advice and guidance to projects and other change activities across the Parliament.

As a an Environmental and Sustainability Adviser you will provide support to Senior Managers ensuring the operations at the Parliament are compliant with environmental legislation for air, land, water and waste and the 3 public sector duties outlined in the Climate Change Act. Ensure compliance with relevant regulations, standards, and reporting requirements related to sustainability. Maintaining and evolving the Environmental Management System to ISO14001 standard to demonstrate compliance. Coordinate and embed in the organisation all requirements of the standard in a robust way. Facilitate the external audit programme required for certification to the Standard.

Ensure climate change adaptation plans and risk assessments are conducted as per public sector duties and guidance.

You should have experience in Sustainability or Environmental Management, and you will need good numerical skills as well as an eye for detail, ability to manage competing priorities and to work to tight deadlines. You should have excellent IT skills and an interest in using technology to find solutions. Good communication skills are essential as you will need to liaise with different stakeholders both verbally and in writing. You will enjoy working as part of a busy team and supporting colleagues.

For full information about the role and to apply, please click [here](#)



This can be a full-time or part-time post and we are happy to talk about flexible working.

Delivering for Excellence Environmental Sustainability Adviser, Grade 3

The Scottish Parliament is a values-led organisation which means our values of stewardship, excellence, inclusiveness and respect, are at the centre of everything we do. These values are embedded in this role. Please visit our [values pages in our Employee Handbook](#).

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.



The Scottish Parliament
Pàrlamaid na h-Alba

Delivering for Excellence Environmental Sustainability Adviser, Grade 3

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



The Scottish Parliament
Pàrlamaid na h-Alba

Delivering for Excellence Environmental Sustainability Adviser, Grade 3

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



The Scottish Parliament
Pàrlamaid na h-Alba

Delivering for Excellence Environmental Sustainability Adviser, Grade 3

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 delivery 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



The Scottish Parliament
Pàrlamaid na h-Alba

About us

The Parliamentary Service of over 600 people is a high-achieving and professional organisation. We are public servants rather than civil servants; we serve the Parliament and its Members and not the Scottish Government.

The [Scottish Parliamentary Corporate Body](#) is responsible for providing the Parliament with the property, staff and services required for the Parliament's purposes, in accordance with the Scotland Act 1998. It is made up of five Members elected by the Parliament and the Presiding Officer.

The Corporate Body delegates the day-to-day running of the Parliament to David McGill, our Clerk/Chief Executive.

David is assisted by his Leadership Team setting the strategic direction for the parliamentary service and for creating the conditions that help to promote a positive workplace culture. You can view our Leadership Team in our [organisation chart](#) along with our different Offices.

Our vision is clear: To make a positive difference to the lives of the people of Scotland.

This means putting people at the centre of everything we do.

We attach great importance to our commitments to [Diversity and Inclusion](#) and our core values of stewardship, excellence, respect and inclusiveness form a central part of our working culture.

Our performance framework helps us to communicate and implement our strategic priorities through the parliamentary service. The [strategic plan](#) sets out our aims and priorities.

This provides a set of shared priorities for everyone across the parliamentary service and covers matters such as improving parliamentary scrutiny, developing and investing in our staff, aligning public engagement with parliamentary business and providing high quality support to our elected Members. Each of the aims is equally important as they are interrelated. This means that we cannot achieve one without the others and that every one of our colleagues plays an important role in delivering them.



The Scottish Parliament
Pàrlamaid na h-Alba

About us (Cont.)

We are committed to providing a great working environment where people enjoy coming to work and feel valued for their contribution and excel in their chosen careers. Everyone has the right to be treated with respect and dignity and we have a zero tolerance approach to bullying, harassment or victimisation of any kind. We recognise that improving employee engagement has a positive and significant effect on organisational performance. We know that ideas generated by colleagues can help shape the future direction of our services and contribute to the successful delivery of our goals, and our inclusive leadership style guides us in this approach.

We are committed to building a workforce which reflects the diversity of the people of Scotland. We are proud to be an equal opportunities employer that values and respects the people who work for us. We seek to ensure all job applications are treated fairly, with respect and without bias. We positively encourage applications from suitably experienced candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We particularly welcome applications from female and minority ethnic candidates who are under-represented at this level. All appointments will be made on merit.



We are committed to agile working and currently operate a wide variety of work patterns and arrangements across the parliamentary service. We will be pleased to consider applications from candidates wishing to work flexibly and all requests will be seriously considered. Please include clearly any information about your preferred working arrangements in your application.



The Scottish Parliament
Pàrlamaid na h-Alba