

Head of ESG

Job title: Head of ESG

Function: As the Head of ESG, you will play a crucial role in developing, implementing, and managing our companies ESG strategy. You will work closely with various departments to integrate sustainable and responsible practices into our business operations.

Reporting too

- Chief Operating Officer

Hours of work:

- Monday-Friday from 08:00am-05:00pm

Duties:

1. Develop and implement a comprehensive ESG strategy within our supply chain and the wider business that is aligned with the company's values and business objectives.
2. Stay updated on global ESG trends, regulations, and best practices to ensure our strategy remains cutting-edge.
3. Collaborate with internal departments to integrate ESG considerations into the decision-making processes.
4. Collaborate with our suppliers to identify opportunities for improvement in environmental and social practices.
5. Conduct a comprehensive assessment of our Scope 3 emissions, identifying key sources and developing strategies for reduction whilst continuing to drive and embed Scope 1&2.
6. Collaborate with suppliers, logistics partners, and other stakeholders to implement Scope 3 emission reduction initiatives.
7. Engage with external stakeholders, including customers and suppliers to communicate our ESG initiatives and gather feedback.
8. Oversee the collection and analysis of ESG-related data, ensuring accuracy and relevance.
9. Ability to look at our supply chain and offer insight that is in line with our ESG strategy.
10. Prepare and publish regular ESG reports, disclosing key performance indicators and progress towards sustainability goals.
11. Monitor and ensure compliance with ESG regulations and standards.
12. Identify and assess potential ESG risks and implement mitigation strategies.
13. Develop and conduct training programs to increase employee awareness of ESG principles and practices.
14. Foster a culture of sustainability and responsibility throughout the organization.

15. Create a companywide committee which will allow engagement, thought and input to the ESG strategy

ROLE PROFILE

- Proven experience in ESG management, sustainability or a related field
- Strong understanding of ESG frameworks, standards, and reporting requirements
- Excellent communication and interpersonal skills
- Analytical mindset with the ability to translate data into actionable insights
- Familiarity with relevant software and tools for ESG reporting
- Understanding of ISO14001

Business Focus

Meeting business needs:	Anticipates customer needs and proactively communicates with the customer to resolve potential needs/issues as early as possible.
Personal Results	Set oneself clear and challenging objectives in line with the company and teams goals and KPI's
Team Results	Ensure that the KPI's set by line managers are always strived for within the teams

People Focus

Managing relationships:	Builds and maintains good relationships with customers and colleagues by adopting the most appropriate approach to deal with people and situations
Influencing Others	Influences others using rational arguments. Identifies basis for compromise and reaches agreement always striving for a win/win out come
Communication: verbal/written	Conveys accurate information effectively, using appropriate methods to reflect the needs of the audience and ensure understanding

Personal Focus

Personal organisation:	Efficient in one's use of time and works in a well structured way
Determination:	Demonstrates repeated effort over a period of time, overcoming obstacles in order to achieve a goal

Change Focus

Adaptability:	Responds positively to changing a business circumstances readily adapts behaviour to maintain effective performance
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Tower Supplies

3 Yarrow Road
Poole | Dorset | BH12 4TS
T+44(0)1202 718 000
www.towersupplies.com
sales@towersupplies.com



Analysis and Judgement	Logically breaks down problems/situations into their essential parts and draws reasonable conclusions based on their analysis
Decision Making	Makes timely and balanced decisions, based on available information but is prepared to review if circumstances change

Quality Focus

Quality Conscious	Consistently works to a high standard and looks for ways to improve current working practises and processes
Initiative	Takes appropriate action before being asked and actively finds solutions to problems. Any queries that are escalated to management level should be presented with a proposed solution.

Last updated: January 2024

