



# Job Description

**Job Title:** Head of Sustainability

**Department:** Barbican Centre

**Grade:** G

**Location:** Barbican Centre (Buildings and Renewal)

**Responsible to:** Director of Buildings and Renewal

**Responsible for:** N/A

## Purpose of Post

Sustainability is one of the Barbican's five core values hence this new strategically important role has been created. The Head of Sustainability will lead the sustainability team and ensure the Centre achieves its strategic goals and objectives. The post holder will lead the development and delivery of the sustainability strategy and report at a senior level on its progress. They will influence decision making across every team. In partnership with Directors' Group and the Management Team, they will also lead behavioural change in the areas of energy, sustainability and environmental management. They will lead the Centre-wide Sustainability Steering Group and engage with all stakeholders in all matters of sustainability.

## Main Duties & Responsibilities

1. Establish and contribute to the leadership and governance of sustainability.
2. Engaging with a wide range of stakeholders, including the City of London, to develop a Sustainability Strategy and Implementation Plan to help reduce energy and carbon use across the Centre and take account of the risks and opportunities for the business.
3. Ensuring key milestones and objectives are achieved, reporting on progress towards 'Net Zero' and other objectives to senior stakeholders.
4. Lead efforts on behalf of the Centre to obtain and maintain relevant sustainability certifications and accreditations, e.g., ISO accreditation.
5. Reviewing sustainability related data, metrics and reports to identify issues and potential opportunities for improvement.
6. Implement sustainable construction and refurbishment principles that reduces carbon and incorporates environmental best practices.
7. To provide guidance to Barbican Renewal and Engineering and Projects colleagues during the development of capital programmes. Raising awareness and influencing decision making to ensure the long-term sustainability targets are achieved.



8. Ensure and advise internal colleagues on the compliance with all environmental, energy and sustainability legislation, regulation and reporting requirements.
9. Work closely with Marketing and Communications to enhance our internal and external communication on progress of sustainability goals, targets and initiatives.
10. Provide leadership and guidance to cross-functional teams, promoting a culture of sustainability throughout the organisation.
11. Leading the programme for cultural behaviour change; partner with stakeholders including, Marketing & Communications, Procurement, HR and the City of London Energy Team to ensure our sustainability values and commitments are embedded and achieved.
12. Identify funding and grant solutions and opportunities for sustainability and carbon reduction projects.
13. Develop partnerships and relationships and across the Arts and Education sector and specialist groups to grow the profile of the Centre's sustainability agenda.
14. Responding to queries from colleagues, suppliers, customers, funders and other external stakeholders regarding sustainability issues.
15. Reviewing suppliers' approach to sustainability and addressing any issues identified across the supply chain.
16. Keeping abreast of the latest trends and developments in sustainability and ensuring the implications for the organisation are understood and communicated.
17. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
18. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
19. To undertake any other duties that may reasonably be requested appropriate to the grade.
20. To work in accordance with the General Data Protection Regulations.
21. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
22. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
23. To undertake any other duties that may reasonably be requested appropriate to the grade
24. Comply with the City Of London Financial Regulations and properly monitor and report budget outturn positions on a regular basis as required, including alerting the Line Manager and Chamberlains representative of any significant budget variance in a timely manner and taking appropriate corrective action



# Person Specification

**Job Title:** Head of Sustainability

**Department:** Barbican Centre

**Grade:** G

**Trent Position number:** POS004563

**DBS Criterion:** No DBS

**Security Vetting Criterion:** No security vetting is required

**Politically Restricted Post Criterion:** This post is *not* politically restricted

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (**A**), interview (**I**) or test (**T**) as indicated below.

## Professional Qualifications / Relevant Education & Training

1. A degree in a relevant discipline, environmental management or environmental science, or significant experience in sustainability issues. (A)
2. Evidence of relevant ongoing CPD training (with particular focus on sustainability and environmental management). (A)
3. Membership of an appropriate professional institution (e.g. SEA/SEP) (A)

## Experience Required

1. Previous experience of developing and implementing a sustainability strategy. (AI)
2. Proven experience in leading and managing teams. (AI)
3. Experience in working in a complex organisation and successfully promoting and enhancing the profile of the sustainability energy, and environmental team. (AI)
4. Proven track record in writing policy and guidance documents. (A)
5. Proven experience in driving successful organisational culture / behavioural change in a large organisation with many different stakeholder groups. (AI)
6. Proven track record in communicating complex information using the most appropriate communication channels and media. (AI)

## Technical Skills & Knowledge

1. Planning and project management skills and the ability to set achievable targets and milestones. (AI)
2. Knowledge of funding mechanisms that support sustainability initiatives. (AI)
3. Up to date knowledge and understanding of government strategy, legislation, regulations and best practice in areas of sustainability, energy and environmental management. (AI)

4. Knowledge of sustainability reporting frameworks and standards, such as Global Reporting Initiative (GRI) and Sustainability Accounting Standards Board (SASB). (AI)
5. Knowledge of supply chains sustainability and sustainable procurement (AI)
6. Committed about sustainability issues and able to engage, inspire and persuade a wide range of stakeholders (e.g. colleagues, senior managers, visiting artists, etc.) and build up strong relationships and networks. (AI)
7. Able to plan and prioritise to ensure goals, objectives and strategies are met. (I)
8. Approachable and personable with a customer focused approach. (AI)
9. Written communication skills to be able to produce clear, concise, engaging and accurate oral and written communications. (I)
10. Proficient computer skills, including the ability to provide reports, produce presentation material & copy for communication channels, etc (AIT)
11. Able to gather, interpret and analyse complex data accurately, and to make sustainable decisions/recommendations. (IT)
12. Strong research and problem-solving skills (IT)
13. Creative, innovative, flexible and adaptable (IT)

### **Other Relevant Information**

1. The role will require an ability to manage staff effectively, including to conduct appraisals, train and induct new members of their team, together with an ability to motivate others and act as a role model. (AI)
2. Proven people and change management skills to ensure a successful transition of new working methods/practices. (AI)
3. Matrix management of “sustainability lead” colleagues across all departments (I)
4. Ability to collaborate and build networks and partnerships (I)
5. Experience in successfully preparing bids and securing funding (AI)
6. To have a passion for the sustainability and the ability to share this passion at all levels. (I)
7. Experience in the arts and/or education sections (AI)

### **Recruitment – Note to Applicants**

***The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s) and experience. It is essential you address the criterion marked as (A) on your application form in the section for supporting information, this will be the minimum criteria for shortlisting.***

***Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.***

# Summary of Terms and Conditions of Employment



This summary is given as a guide and is not intended to form part of an individual's contract of employment.

## **Contract**

The position is offered on a permanent basis.

## **Salary**

The salary range for this job is £66,190 - £75,010 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

## **Pension**

The pension scheme provided by the City of London is the Local Government Pension Scheme (LGPS). The LGPS is a public sector, statutory, funded, defined benefit pension scheme. Benefits are accrued based upon scheme member's salary and the length of time for which they are a member of the scheme.

You will automatically be admitted to the City of London Corporation's Pension Scheme. Member contributions are based upon the rate of pensionable pay received by the scheme member. Members contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. Please see here for the [contribution bands](#). There is also an option to join the 50/50 section of the scheme where members pay half the contribution rate and accrue benefits at half the accrual rate.

**The current employer contribution rate for the City of London is 21%.**

Further details can be found on the national [LGPS website](#) and/or the [City's pension website](#).

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

## **Hours of Work**

Normal hours of work are 35 hours per week excluding lunch breaks. The role will be rota based and shifts will be allocated between Monday to Sunday. The post holder shall be expected to work the hours necessary to carry out the duties of the position.

## **Frequency and Method of Payment**

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.



### **Annual Leave**

There is an entitlement of 28 days annual holiday plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

### **Continuous Service**

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

### **Probationary Period**

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

### **Notice Period**

Two months by either party after satisfactory completion of probationary period.

### **Learning and Employee Development**

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

### **City Benefits**

As an employee of the City Corporation, you have access to exclusive discounts and privileges through a combination of internal offers from our departments and an external service we have subscribed to from Reward Gateway.

### **Employee Volunteering Programme**

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation.



## **Sickness Absence and Pay**

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

# barbican

We are London's  
**Creative Catalyst**  
for arts, curiosity  
and enterprise



We spark creative possibilities and transformation for artists, audiences, and communities – to inspire, connect and provoke debate.

We are the place to be in this Destination City, where everyone is welcome. Our impact is felt far outside our walls and ripples beyond the experiences we offer – locally, nationally and internationally.

[barbican.org.uk/values](http://barbican.org.uk/values)