

JOB DESCRIPTION



ISO & SUSTAINABILITY CONSULTANT



OVERVIEW

We are currently looking for an ISO & Sustainability Consultant to drive improvement within the business through the management and continuous improvement of non-financial standards (e.g. ISO9001, ISO14001) and to introduce and drive sustainability initiatives within the organisation to ensure the company maintains its credibility as a sustainability leader.

This is a dual location role requiring you to be in our Cheltenham office two days a week and our London Office three days a week.

WE WANT YOU TO...

- Maintain and develop Commercial's performance against the external Standards to which the company is accredited. (e.g.: ISO9001, ISO14001). This includes:
 - Coordinating ISO internal systems implementation, including working with internal and external stakeholders to 1) ensure systems are fit for purpose and 2) conducting internal audit of systems to ensure efficacy and consistency of implementation
 - Co-chairing the internal Business Management Forum including preparing relevant management reports for the Forum and Senior Management
 - Ensure compliance with relevant environmental legislation and best practice, especially around commercial waste
 - Preparing for, and hosting and facilitating external audits with certification bodies
 - Provision of training and support to colleagues on the principles of ISO systems and their implementation
- Identify opportunities for continually increasing the positive environmental and social good that Commercial can achieve
- Define and present relevant business cases or project plans to senior management for consideration and approval

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- Work with multiple relevant stakeholders to implement opportunities
- Validate and promote the company's green alternative product guide
- Support Account Managers by attending relevant client/supplier meetings and building relationships with Sustainability professionals in key accounts
- Prepare materials to aid communication with customers/suppliers about achieving relevant sustainable business practices
- Manage award-winning closed-loop recycling scheme, including:
 - Ensuring legal compliance with relevant legislation
 - Providing training and support to Customer Service and Operations teams to maintain service levels
 - Maintaining effective partnerships with recycling contractors, including auditing
 - Preparing relevant reports for internal and external stakeholders
- Promote support and expand sustainability consultancy offering for customers, including:
 - Implementing ISO 14001, 9001
 - Carbon footprint reporting
 - Developing and updating legal registers
 - Recycling audits
 - Environmental questionnaires
 - Employee action days

YOU HAVE GOT...

- Enthusiasm for addressing society's environmental and or social challenges
- Excellent communication skills; both written and verbal
- Experience with interpreting numerical data
- Membership of relevant Professional membership body
- Project management experience
- Experience implementing and managing ISO9001 and ISO14001 management systems
- Proficiency in Microsoft Office, especially Microsoft Excel
- The ability to travel to customers & suppliers within the UK, occasionally overseas.
- A full UK Driving Licence

IT WOULD BE EVEN BETTER IF YOU HAD....

- Qualifications in ISO9001 and/or ISO14001
- A degree in a relevant subject

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- Experience of delivering customer-facing consultancy support and advice on sustainability matters
- Experience in management or administration of health and safety management systems
- Previous experience of Systems implementation

WHY COMMERCIAL..?

- Competitive salary
- We all get a generous holiday allowance of 25 days plus bank holidays which increases with length of service
- Laptop and mobile phone
- Bonus scheme on successful completion of KPI's
- A variety of training & Development programmes tailored to you
- Earn extra money if we hire your friends or family with our employee referral programme
- Want to get healthy? We have free fruit delivered for all staff! And our state of the art coffee machine will be sure to set you up for the day
- Looking for a little extra? You could get a day off for doing charity work and you might even get a treat on your birthday and work anniversary!
- A range of team and social events
- Cycle to work scheme, pension contributions, Employee support programme, Flexi time scheme and more