

## Job description

**Job title:** Sustainability Specialist **Department:** Product Management

**Location:** London, UK **Type:** Permanent

**Reporting to:** Head of Product Management

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As the Sustainability Specialist at Colebrook Bosson Saunders you will have a passion for the environment, this passion will form the solid basis in establishing the environmental approach throughout the business.

The candidate will form part of CBS' Product Management team and interface throughout the business. The role will focus on the implementation of appropriate environmental and sustainability initiatives and will help to develop CBS' point of view in a professional and informative manner.

You will also help to guide and support the sales team, input into marketing assets and provide expertise during the new product development process. You will become the internal environmental expert and be the go to person for the business to call upon when required.

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### **Specific activities to include (but not an exhaustive list):**

- Gather, analyse and define materials that make up our products and produce regional appropriate product data sheets and product information
- Maintain a detailed and current library of product environmental data to support the Sales team and customer enquiries.
- Become the point contact for all environmental questions and issues through the business and provide current and concise expert advice.
- Research and evaluate all relevant environmental /sustainable accreditations and propose/implement the most appropriate to CBS.
- Effectively communicate our Design for the environment philosophy to internal stakeholders and clients-
- Work closely with our parent company to establish an effective flow of information, experience and expertise.

- Working with the Sales and Marketing team, identify market relevant environmental /sustainable information which help to define our environmental point of view. Working alongside the Marketing team find novel and impactful ways of publicising these both internally and externally.
  - Working with the Design and Operations teams, analyse current manufacturing processes, materials, packaging and supply chain structures. Identify and assist in implementing appropriate sustainability strategies across the product portfolio.
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#### **Education and experience:**

- Degree level qualification in an environmental/sustainability/related subject

#### **Competencies:**

- Ability to proactively interact and communicate at all levels across the business and externally in a clear and concise manner
  - Demonstrates a high level of drive and energy towards tasks
  - High level of attention to detail
  - Excellent interpersonal skills
  - Confident in presenting clear and well thought through presentations internally and externally
  - An interest in materials and manufacturing processes
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#### **Characteristics:**

- Direct and decisive combined with a methodical approach
  - Hard working and enthusiastic approach
  - Thinks logically and creatively
  - Proactive and driven to succeed
  - Honest and works with integrity
  - Able to build positive and lasting relationships
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#### **Company Requirements**

Health & Safety; ensure that safe working practices are followed. Attend safety briefings, as requested. Take responsibility for your own and your co-workers safety in accordance with The

Health & Safety at Work Act 1974, and The Management of Health and Safety at Work Regulation 1999

Compliance; ensure compliance with business systems, processes, certification schemes, regulations and legislation relevant to the scope of your role. Support internal quality controls and audits to demonstrate compliance.