POSITION DESCRIPTION

SQUADRON ENERGY

Sustainability Manager

Date:	5 April 2024	**Line Manager:**	Executive General Manager People and Sustainability
Title:	Sustainability Manager	**Direct Reports:**	Nil
Team:	People and Culture – Sustainability	**Status of Position:**	Permanent Full Time
Location:	Canberra, ACT; Sydney, NSW	**Date Reviewed:**	17 April 2024

1   Position Summary

Reporting to the Executive General Manager People and Culture, the Sustainability Manager plays a pivotal role in fostering responsible business practices and enhancing Squadron Energy's (SQE's) reputation as a socially and environmentally responsible company.

The position will be responsible for coordinating the development, delivery, and communication of SQE's Environmental, Social and Governance (ESG) strategy and working closely with key internal and external stakeholders to ensure the development and implementation of required ESG policies, procedures and reporting frameworks.

Key Responsibilities

Sustainability strategy lead (development and implementation)

- Coordinating the development, implementation, and monitoring of SQE's Sustainability strategy in partnership with key stakeholders.

- Proactively identifying sustainability issues for SQE, understanding their implications, and supporting relevant leaders in addressing them.

- Collaborate with cross-functional teams to integrate sustainable practices into all aspects of our operations.

- Leading the development, implementation, and maintenance of Sustainability policies, systems and processes to support Sustainability reporting activities, including preparing quarterly SQE Board and Committee updates on progress.

- Leading ESG initiatives across the business, working with Subject Matter Experts and working groups to help amplify/support successful roll out and implementation of projects aimed at delivering the Sustainability strategy.

Reporting and compliance coordination

- Plan and oversee sustainability reporting, including the preparation of reports for stakeholders and regulatory bodies.

- Perform ongoing data quality assessments, identifying discrepancies and inconsistencies, and resolving them, and driving the ongoing enhancement of Sustainability related data and performance reporting.

- Working closely with leaders, data owners, technical functions, and external assurance providers to establish standardised reporting processes.
- Monitoring and maintaining a disclosure calendar of current and pending voluntary, stakeholder, and regulatory ESG disclosures to stay current on regulatory changes and industry standards.

Communication and education

- Educate and train employees on sustainable practices, fostering a culture of environmental responsibility.
- Build relationships with external partners, suppliers, and community organisations to advance sustainability goals.
- Participate in industry conferences, seminars, and networking events to stay informed about emerging trends and best practices.
- Develop a sustainability communications plan to keep stakeholders informed of progress.

General Responsibilities for all employees

Health, safety, and environment	Comply with all workplace health, safety and environmental obligations and report any incidents, hazards and accidents to the safety and environment team.
Administration	Ensure all documentation is stored and recorded on the Squadron Energy document management system.
Reporting	Ensure that issues and risks are escalated/reported to management in a timely manner.
Financial	Adhere to Squadron Energy and project procedures for purchasing and expenditure in compliance with approved budgets.
Stakeholders	Maintain a professional relationship with all project Stakeholders.
Company	Ensure that all work is carried out in accordance with Squadron Energy's employee policies and standards.

Skills and experience

Experience and knowledge

- Demonstrated and extensive experience in sustainability, consulting or related role, with a focus on strategy development and implementation.
- Knowledge of the Environmental, Social and Governance landscape, frameworks, regulations and trends.
- Strong working knowledge of and/or experience in creating and delivering, Environmental, Social and Governance best-practice reporting frameworks.
- Experience in relevant industries including energy, resources, infrastructure.
- In-depth knowledge of environmental sustainability principles, practices, and regulations.
- Exhibit passion for sustainability and a commitment to making a positive impact on the environment and society.

Skills

- Demonstrated ability to plan and prioritise work to meet commitments aligned with organisational goals.
- Strong project management skills, with the ability to lead cross-functional teams and drive initiatives from concept to implementation.
- Excellent analytical skills, with the ability to assess data, identify trends, and make data-driven decisions.
- Strong communication skills, both written and verbal, with the ability to effectively engage and influence stakeholders at all levels.

Qualifications

Tertiary qualifications in environmental science, business, sustainability, climate or related field.

Core behavioural responsibilities for all employees

Our values drive everything we do and underpin the culture we seek to create. Integration of our ten core values into our employment practices and frameworks allows Squadron Energy to recognise and respect individual employees for their personal contributions to their roles, their colleagues, our company and stakeholders.

Humility	Courage and Determination	Empowerment	Enthusiasm
Family	Frugality	Generating Ideas	Integrity
Safety	Stretch Targets		

Squadron Energy is an EEO employer and we value diversity within our company.