**ROLE PROFILE**

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| **Role:** | **Sustainability Business Partner** |
| **Location:** | **Bristol or London (some travel maybe required)** |
| **Band:** | **3** |
| **Hours** | **35 hours a week**Motability Operations (MO) has implemented hybrid working. This role is based in Bristol or London for an average of 3 days per week, with a requirement to work from other locations from time to time.  |
| **Pre-Employment Checks** | **DBS Check** [ ]  **Financial Check** [ ]  **Qualification Check** [ ]  |
| **Purpose of Role:** | In your role, you will support the business through collaborating and business partnering, to embed impact and sustainability as part of business activity.  You will develop strong connections across MO to provide added-value support. This could be uncovering carbon reduction plans, circular economy opportunities and increasing employee awareness. You will drive best practice through engaging with third parties and external bodies such as B Corp’s B Movement Builder (BMB) programme. To engage with and facilitate the B Corp certification process to achieve full certification and to champion the ongoing maintenance of MO’s B Corp status. You will be accountable for: * Providing assurance that impact and sustainability has been measured as part of business decision making.
* Creating a double materiality review process in conjunction with the Sustainability Performance & Analysis Manager that engages stakeholders.
* Engagement with B Corp and the BMB community.
* Developing a programme of assurance activity and network of contacts
* Supporting the long-term sustainability assessment of the business and strategic progress
* Manage relationships with key third parties such as ratings agencies.
* Co-ordinating the material for the Impact & Sustainability Committee
* Ensuring MO’s approach is aligned to best practice.
* Monitoring volunteering, charitable giving and matched funding performance.
* Performing a gap analysis and action plan from frameworks and agency reviews
* The impact and sustainability committee and champions

You will also co-ordinate and provide business input into projects such as our annual impact reporting, B Corp certification and the sustainability strategic review process. Your role will be key in helping MO in achieving sustainability goals, reducing carbon emissions and implementing science-based targets.  |
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| **About you:** | This role is best suited to an experienced business professional, who is passionate about supporting the business to achieve its impact and sustainability goals.You can demonstrate the ability to operate across multiple business areas at all levels. You will have experience of managing and supporting project activity through to delivery, driving business value.You will have excellent communication and organisational skills, with a keen interest and understanding of impact and sustainability topics. You will understand the importance of getting the basics right and show an interest in ensuring that all aspects of the role are undertaken to the highest standards.This role is most suited to someone who thrives on working across multiple business areas, managing multiple initiatives and can build strong working relationships. You will be a cultural role model for the business. |
| **Minimum Criteria** | * Experience working in a cross functional business partner or business support role
* Demonstratable track record of building strong business relationships
* You are well-organised with excellent communication skills
* You have examples of how to build business engagement and awareness
* You have a proficient level of understanding as to how the business operates
* You have a strong interest in social and environmental topics
* An understanding of impact and sustainability processes and reporting
* An understanding of the role of governance
* You understand emissions and social impact reporting
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| **About us:** | Motability Operations is a unique organisation, virtually one of a kind. We combine a strong sense of purpose with a real commercial edge to ensure we provide the best possible worry-free mobility solutions to over 700,000 customers and their families across the UK. Customers exchange their higher rate mobility allowance to lease a range of affordable vehicles (cars, wheelchair accessible vehicles, scooters, and powered wheelchairs) with insurance, maintenance and breakdown assistance included. We are the largest car fleet operator in the UK (purchasing around 10% of all the new cars sold in the UK) and work with a network of around 5,000 car dealers and all the major manufacturers. We pride ourselves on delivering outstanding customer service, achieving an independently verified customer satisfaction rating of 9.8 out of 10.Our values are at the heart of everything we do. They represent ambition, and we look for our people to live and breathe them every day:* We find solutions
* We drive change
* We care

We operate hybrid working across the organisation where we split our time between working on-site at our offices, and at home, remotely within the UK. We believe hybrid working achieves a good work/life balance for our colleagues, allowing us to connect with each other, collaborate on important work, and perform together to deliver for our customers. It allows us to have the flexibility to work remotely up to 2-days per week whilst also using the great office spaces we have available. As a Motability Operations team member, the benefits you can expect are:* Competitive reward package including an annual discretionary bonus
* 15% non-contributory pension (9% non-contributory pension during probation period)
* 28 days annual leave with option to purchase and sell days
* Free fresh fruit and snacks in the office
* 1 day for volunteering
* Funded Private Medical Insurance cover
* Electric/Hybrid Car Salary Sacrifice Scheme and Cycle to Work Scheme
* Life assurance at 4 times your basic salary to give you a peace of mind that your loved ones will receive some financial help
* Funded health screening for over 50s
* Voluntary benefits: charitable giving, critical illness insurance, dental insurance, health and cancer screenings for you and your partner, discounted gym memberships and season ticket loans
* Employee Discount Scheme with an app to save on the go
* Free access to healthcare apps such as Peppy, Unmind, Aviva Digital GP and volunteering app on Hand for all employees
* Generous family leave policies

At Motability Operations, we believe in building a diverse workforce, where our people are empowered to attend work as their true selves, and we encourage people from all backgrounds to apply. We want to sustain a culture that nurtures, where employees are free to flourish and where they’re rewarded equally, regardless of race, nationality or ethnic origin, sexual orientation, age, disability, or gender. We pride ourselves on being an inclusive employer and as such, all our offices provide first rate disability access. With our hybrid working environment, we do our best to accommodate part-time and flexible working requests where possible, building on our culture of trust, empowerment, and flexibility.Please note, Motability Operations reserves the right to bring forward the closing date of any of its job vacancies if we receive a suitable number of quality applications from which to make a shortlist. Therefore, we recommend that you apply as soon as possible rather than wait until the published closing date.  |