**ROLE PROFILE**

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| **Role:** | **Sustainability Performance & Analysis Manager** |
| **Location:** | **Bristol (some travel maybe required)** |
| **Band:** | **3** |
| **Hours** | **35 hours a week**  Motability Operations (MO) has implemented hybrid working. This role is based in Bristol 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 this role, you will establish and deliver insightful analysis and reporting to support the business’ understanding of its impact and sustainability progress and performance. Ensuring reporting aligns to best practice and regulatory requirements.  You will lead on developing key data and metrics to understand and manage MO’s impact and sustainability performance. This will involve defining the approach to Executive and management information to ensure senior managers have a clear understanding MO’s current position versus future goals.  The role is responsible for:   * Executing a robust measurement framework for MO’s impact and sustainability performance. * Collaborating with the business and third parties to identify key data and metrics to manage MO’s impact and sustainability performance. * Delivering a centralised, quarterly reporting solution that enables the business to understand its emissions and carbon footprint performance. * Creating a double materiality review process in conjunction with the Sustainability Business Partner that engages key business stakeholders. * Developing MO’s approach to climate scenario analysis, supporting the annual Economic Capital process. * Collaboration with Technology to ensure the approach is aligned to best practice with regards to data management and technical tools. * Monitoring and tracking volunteering, charitable giving and matched funding performance * Creating a gap analysis and action plan from reporting frameworks and ratings agencies reviews.   You will also have the chance to support in creating our annual impact report and implementing new aspirational goals and science-based targets.  As part of the team, you will also play a role in the sustainability strategic review process. This will involve working with external agencies and supporting investor roadshows. |
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| **About you:** | This role is best suited to an experienced reporting and analysis professional, who is passionate about developing intelligent insight, analysis and reporting. The ideal candidate will have strong technical skills and knowledge and be able to demonstrate a track record in developing and integrating complex reporting that delivers business benefits and 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 and can build strong working relationships. You will have a passion for taking and developing concepts and turning them into reality, with a demonstratable track record of excellent customer service.  You will be a cultural role model for the business. |
| **Minimum Criteria** | * Experience working within a reporting and analysis development role * Excellent technical skills covering Excel, Power BI and data warehousing * Experience working with and developing third party software * Experience of working with and managing large data sets from multiple sources * Demonstrable experience of working with and engaging multiple business areas * A strong interest in social and environmental topics * A basic understanding of regulatory reporting eg TCFD, SECR * An understanding of emissions and social impact reporting |
| **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. |
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