

JOB DESCRIPTION

POST TITLE: Group Sustainability and Assurance Manager

LOCATION Norwich Airport

RESPONSIBLE TO: Norwich Airport's Managing Director

Introduction to Regional & City Airports

Regional & City Airports (RCA) is a leading UK regional airport operator. RCA owns and operates Bournemouth, Coventry, Exeter and Norwich Airports, and holds a management contract for Solent Airport. RCA also owns and operates XLR Executive Jet Centres, a fixed base operator (FBO) with a portfolio of four luxury private jet centres at Birmingham, Liverpool, Bournemouth and Exeter Airports. With its expertise, RCA also carries out consultancy assignments at other airports and airfields.

Role

RCA is growing rapidly and ensuring growth is sustainable and compliant is a core component of the group's strategy. This newly created role will be the focal point responsible for leading the group's sustainability initiatives and assurance activities, consolidating and coordinating the group's efforts to deliver progress.

The role reports to the Managing Director of Norwich Airport, who is also the Exec sponsor for the Group's ESG activity. The role has no direct reports but will work collaboratively with sustainability leads and wider operational teams across the group to deliver a coordinated group response. The role will also form part of Norwich Airport's management team, delivering hands on sustainability and assurance support directly into that organisation.

Key responsibilities

Key responsibilities of the role include:

- The development and delivery of the Group's Sustainability Plan, including the net zero 2040 roadmap and progressing the Airport Carbon Accreditation scheme
- Coordinating the efforts of the sustainability leads at Bournemouth and Exeter Airports and working with the XLR team to deliver the group's strategy
- Delivery of the annual Sustainability Report
- Supporting ESG reporting requirements including annual financial statements, ESOS and others.
- Delivering Norwich Airport's sustainability initiatives and carbon accounting
- Supporting and maintaining ISO accreditations at Norwich Airport
- Coordination of the ESG committee and subgroups

- Leading noise, air quality, wastewater, waste, energy procurement and recycling monitoring and study as required.
- Focal point for all insurance matters, owning the group's insurance broker relationship and leading the annual policy renewal process supported by the finance team
- Leading the group's regular engagement with the insurance broker to progress all insurance matters e.g., managing the claims register, securing bursary opportunities, communication of airport development activity.
- Working with HR and other relevant teams, coordinating the development and implementation of policy across the group to ensure compliance with statute, regulation and best practice.
- Maintaining the group's ESG and policy library

Key engagement

This role requires engagement with the Exec team, operations directors and operational teams and admin teams.

The role will also require engagement with external stakeholders including:

- Airports UK sustainability group
- Sustainable Aviation
- CAA & DfT
- Environment Agency
- ACI

Person Specification

A minimum of 5 years relevant experience developing and delivering sustainability initiatives, ideally with experience in risk management or other assurance activities.

The postholder will be:

- highly motivated and self-starting
- flexible
- articulate
- literate
- commercially minded
- commanding of detail
- able to lead and influence a peer group

The successful candidate will be able to:

- demonstrate clear evidence of delivering output personally – models, board papers, business cases (not relying on others to do the leg work)
- Travel regularly, primarily in UK.

The role is based at Norwich Airport, with travel requirements to Bournemouth and Exeter Airports, XLR locations and elsewhere as required.