

JOB DESCRIPTION

Regional & City Airports

POST TITLE: RCA Group Sustainability and Assurance Manager

LOCATION Norwich Airport

RESPONSIBLE TO: RCA Exec sustainability lead

ENGAGEMENT: Permanent Contract based on 32 hours

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 RCA Exec sustainability lead. 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:

- Leading the group's work on decarbonisation and relevant strategy development
 - The development and delivery of the Group's Sustainability Plan, including the net zero 2040 roadmap including a carbon reduction plan with SMART objectives.
 - Progressing the Airport Carbon Accreditation scheme beyond Level 2
 - Responsible for Carbon Action Management Plan(s) and reporting.
 - Coordinating to ensure best practice on noise, air quality, wastewater, waste, remediation projects, energy management and procurement and recycling
 - Climate adaptation and resilience
 - Engaging with Sustainable Aviation and representing the group in relevant industry and government fora

- Identifying and developing projects to position RCA as a leader in efforts to transition regional aviation to new technology, working with third party partners as required
- Oversight and implementation of Airport Surface Access Strategies and representing RCA and Airport Transport Forum at each airport.
- ESG and assurance
 - Developing the strategic ESG framework setting out sustainable development goals
 - Embedding a culture of engagement with the framework across the group including integration of ESG thinking into business planning cycles, working closely with HR and operational teams
 - Ensuring regulatory compliance with ESG reporting requirements
 - Coordinating community impact engagement to ensure alignment of effort and output
 - Creating and maintaining a central record of all group initiatives, policies and procedures
 - Ensure compliance with International Sustainability and Carbon Certification (ISCC) for Sustainable Aviation fuel where applicable
 - Ensuring an ethical supply chain so far as is reasonably practicable
- Coordination, Reporting and Continuous improvement
 - Coordinating the group ESG committee and sub groups
 - Establishing monitoring, audit and reporting systems internally and dashboard development, including external benchmarking
 - Development and delivery of the group's annual Sustainability Report
 - Developing the communication of the group's work through other means
- As part of the Norwich Airport management team
 - Developing and implementing sustainability and ESG initiatives in line with group practices
 - Supporting and maintaining ISO accreditations at Norwich Airport

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
- Local Authorities
- ACI

- Hydrogen East/Hydrogen Southwest

Person Specification

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

Qualifications: degree level or equivalent required with role specific qualifications preferable

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.