



## JOB DESCRIPTION

# Sustainability Officer

The Sustainability Officer will work with our managers, employees, partners, sponsors, stakeholders, facilitating partners, and every person and organization we cooperate with, to address the Academy's approach to environmental responsibility with the goal to minimize the environmental impact of all the work we do together.

**Strategic Goals:** Create an organization that is able to make responsible choices and that visibly diminish its environmental impact every year and inspire everyone we work for and with to join forces reaching these goals. We are keen on becoming sustainable and carbon neutral in the areas of catering and food, materials, facilities/resources, IT and communication, mobility, logistics, as well as through working with service providers and partners aiming for the same sustainability goals.

**Reports To:** The Sustainability Officer reports to the CEO of the European Film Academy and to the general management of its in-house production arm, European Film Academy Productions. On a day-to-day basis, the Sustainability Officer works with everyone in our team as well as with external partners and stakeholders. The Sustainability Officer is instrumental in defining clear and bold standards for future collaborations with respect to sustainable working standards.

What do we expect from you?

- **Co-ordination**  
*We're looking for someone who is coordinating the overall execution, mission and efficacy of our sustainability programme and the people implementing it.*
- **Collaboration**  
*You work together with appropriate head of departments to facilitate performance evaluations that are timely and constructive.*

- **Analysis**  
*You assess and analyse company policies and processes to identify areas in and processes to which improvements can be made in accordance with the Academy's commitment to sustainability.*
- **Development**  
*You facilitate brainstorming and identify creative ways in which the Academy can balance its tasks and duties with the goal of respecting, supporting, and improving the local, regional and global environments. You also develop key metrics to measure annual increase of carbon neutrality.*
- **Implementation of strategies**  
*You propose and implement strategies to address various environmental concerns including energy use, conservation, reduction of pollution, recycling, production and facility design, and general education on sustainability. You draft and implement sustainable organisational policies that address environmental concerns.*
- **Evaluation**  
*You evaluate efficacy of sustainability programs; and recommend and implement improvements as necessary.*
- **Research**  
*You conduct research to identify environmental and sustainability concerns, interests, and issues. Based on this, you consider sustainability proposals with attention to factors such as cost effectiveness, feasibility, and ease of integration with other programmes. You maintain current working knowledge of, and ensure compliance with, all applicable local, regional, European, and internal environmental laws and regulations.*
- **Presentation**  
*You draft and prepare reports, presentations, and proposals; you're able to present proposals and recommendations to the CEO, Academy Board, and other key stakeholders.*
- **Documentation**  
*You develop and maintain appropriate documentation and records including budgets and other financials. Also, you prepare documentation required for project funding for various environmental initiatives including proposals and grant applications.*
- **Training**  
*You identify and facilitate training as needed.*

#### **Skill set:**

- To excel in the position of Sustainability Officer, you have a range of both analytical, technical and professional skills, but you're more of a generalist than a specialist or technician. You're comfortable using your considerable communications skills both interpersonally and in writing. You enjoy the following activities: research, analysis, communication, empowerment. Other requirements:
- A Bachelor's Degree in a related field or equivalent experience, with strong skills in computing, logic and analysis.

- Professional certification preferred.
- Three to five years of corporate, business and management experience required.
- Excellent verbal and written communication skills.
- Superlative and creative problem-solving and analytical skills.
- Thorough and current knowledge of sustainability practices, applicable laws and regulations on a European level.
- Ability to analyze and understand research and to identify relevant and valuable information.
- Excellent organizational skills and attention to detail.
- Ability to create, interpret, and execute a budget.
- Presentation skills required to deliver proposals to varying groups of individuals.
- Goal-driven with the ability to adapt to change and to new opportunities
- Ability to work independently as well as a team and community member
- Enthusiastic attitude to all parties and a deep desire to manage by the numbers