# SUSTAINABILITY CO-ORDINATOR

Wilson Power Solutions is a leading manufacturer and supplier of power and distribution transformers, celebrating 80 years of business this year. Over the past 5 years, WPS has grown into an international award-winning manufacturer with nearly 1000 staff members across the group. Our transformers play a vital role in fortifying the electrical infrastructure for many of the UK's and Europe's most ambitious renewable energy and battery storage projects.

## Key Responsibilities:

As a Sustainability Co-ordinator, you will report to the ESG Manager and contribute to various sustainability projects and activities, including carbon reporting. This is a full-time, on-site role.

- Liaise with upstream and downstream stakeholders (internally & externally) to gather and process raw data for annual operational carbon reporting
- Communicate with suppliers to ensure alignment on WPS supplier code of conduct
- Maintain a monthly routine of logging and processing carbon data
- Work closely with our carbon consultants to report and verify data for carbon reporting
- Support sustainability reporting including SECR, ESOS, etc.
- Scope and gather data for product embodied carbon and LCA with an aspiration to produce EPDs
- Contribute to a carbon reduction plan, considering creative and responsible initiatives
- Contribute to various sustainability projects planning and delivery
- Help deliver CSR initiatives
- Support with sustainability and ESG reporting in customer supplier questionnaires
- Create and maintain WPS accounts on sustainability assessment platforms such as EcoVadis, Achilles and the Sustainability School
- Work closely with the marketing team to produce sustainability-related content
- Support the ESG Manager with various sustainability projects

## Skills, Knowledge & Experience:

- A sustainability qualification is essential
- Experience working with operational and product carbon reporting is desirable
- Proficiency in using Microsoft Excel is essential
- Great attention to detail and organisational skills are essential
- Strong analytical and research skills are essential
- Self-starter who can both work independently and work collaboratively as part of a team
- Knowledge and experience in manufacturing or electrical networks is desirable
- Ability to multitask and work in a fast-paced, continuous improvement environment
- Excellent communication, presentation and soft skills
- Strong writing, editing and proofreading skills
- Positive, solution-oriented and proactive approach

## Salary and benefits:

- Salary is negotiable based on experience
- 25 days holiday per year plus 8 bank holidays
- Pension
- Company profit share scheme (paid quarterly)
- Parking on site plus EV chargers
- EV salary sacrifice scheme
- Wellbeing and EAP scheme
- Healthcare cash plan, online GP
- Death in service

Please email your CV and cover letter, detailing your current salary, to the HR team at hr@wilsonpowersolutions.co.uk. All applicants must be able to demonstrate their right to work in the UK. No agencies.