

JOB DESCRIPTION

JOB TITLE: Responsible Business Manager

DEPARTMENT: Marketing & Communications

REPORTING TO: Marketing Manager



To lead and deliver LLA's Responsible Business (RB) strategy and associated programme of activities to demonstrate LLA's commitment to operate in a responsible way and achieve its ambition to become a world-class airport.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES:

- To develop, co-ordinate, monitor and report LLA's RB priorities and action areas covering key Environmental, Social and Governance (ESG) topics aligned with industry best practice.
- To ensure stakeholder transparency by implementing a comprehensive reporting scheme measuring LLA's economic, environmental and social performance and where possible conforming with international reporting standards.
- To manage corporate led initiatives and RB indicators into LLA that deliver on pre-defined corporate targets.
- To engage and embed a culture of RB amongst airport employees which improve staff wellbeing and sentiment towards the organisation.
- To inspire, motivate and empower Community Relations Executive to develop and deliver a Community Engagement Strategy.
- To oversee LLA's Community Engagement Strategy, representing the airport in community related meetings/ activities.
- To co-ordinate and deliver a consistent suite of external facing publications that positively reflect on the airport with external stakeholders.
- To oversee relevant budgets to ensure that spending is within defined financial plans and targets resources to achieve business priorities.
- To review and monitor performance against annual objectives and participate in planning future targets that deliver against LLA's business plan.

Secondary tasks:

- 24/7 first response crisis comms team member
- Weekly and monthly monitoring and reporting

KNOWLEDGE & EXPERIENCE:

- Strong experience of engaging and influencing diverse groups of stakeholders and individuals
- The ability to lead workshops and employee engagement programmes across all levels in an organisation
- A strategic thinker - ability to make the links between organisational strategy and programmes and social and environmental issues
- Excellent reporting and project management abilities
- Experience in a previous managerial role
- Excellent written and verbal communication skills
- A proven understanding and knowledge of social media channels, strategy and budgeting
- Excellent attention to detail and accuracy
- The ability to be adaptable in a fast paced, dynamic environment, with a problem solving approach and a commitment to continuous improvement
- The ability to work on multiple projects at one time
- The ability to work under pressure and to deadlines
- Relevant academic and professional qualifications