

Job title: Ethics & Sustainability Manager, Climate

Core information

Location: London head office ▾ Bracknell head office ▾	Lines of business or shared capability area: Ethics & Sustainability
Reports to: Senior Climate Change Manager	
People Management: No ▾ Assignment Management: Yes ▾	
Partnership Level: Partnership level 6 ▾	Manager's Partnership level: Partnership level 5 ▾
Number of direct reports: 0	Partnership level(s) of direct reports: None ▾

About the John Lewis Partnership

The Partnership is the UK's largest employee-owned business and home to our two well-loved retail brands – John Lewis and Waitrose, as well as expanding into new areas beyond retail.

We aren't an ordinary business, though. The Partnership is different because everyone who works here isn't just an employee. We are Partners, with a shared responsibility for our success, and we share the rewards when we're successful.

Everything we do is powered by our unique Purpose: **Working in Partnership for a happier world.** Our Purpose inspires our principles, drives our decisions and acts as our guide, so that everything we do contributes to Happier People, Happier Business and a Happier World.

Critical purpose of the role

You are responsible for supporting the delivery of the strategy for Ethics & Sustainability (E&S), in line with the wider business strategy which will influence Customers, Partners, suppliers and the constitution.

As an expert in corporate climate action you will lead select initiatives, manage data, develop policies, develop guidance for other teams, and deliver elements of the reporting and assurance process. You will use your expertise in climate to engage with key internal and external stakeholders, enhancing and differentiating the Partnership's position as a market leader in Ethics & Sustainability.

You will work with the Ethics & Sustainability team, Partners across the Partnership, suppliers and commercial third parties to deliver the commercial and market advantage that E&S opportunity provides to the Partnership. You will be customer focused with the aim that customers are more engaged than ever, responding positively to our initiatives and challenging us to go further.

Specifically, you will lead on select initiatives and projects related to the Partnership's strategy to reduce its impact on and the impact of climate change, principally to quantify and reduce the impact of the Partnership on climate in the communities we serve and source from.

- Examples of activity include leading our approach to monitoring our progress against our scope 3 Net Zero targets, engaging with suppliers to reduce their impact and report it to us, providing technical guidance and tools to the business in respect of climate change mitigation and adaptation, supporting the development of the Partnership's approach to Transition Planning

You will be collaborating with a number of key teams within the business including Agriculture, Responsible Sourcing, the Waitrose farm, Commercial, Quality Regulatory & Technical, Customer and Communications, working with others to deliver sustainability objectives.

Through your Profession you will have the opportunity to develop and stretch personally and professionally to achieve your potential.

The Partnership supports agile and flexible working practices, such as when, where and how we work. We have several different ways to work flexibly, including part-time, flexible or compressed hours, and job sharing. Head office areas also support a blended working approach. We celebrate diversity and inclusion in the John Lewis Partnership and we are committed to becoming the UK's most inclusive business, reflecting and connecting with the diverse communities that we serve.

Primary Outcomes & Accountabilities

Use your deep expertise of measuring, reporting and communicating complex scope 3 emissions to support the continuous improvement of the Partnership carbon footprint calculation

Supporting engagement with, and data collection from selected strategic suppliers. Develop approach to collect product carbon footprints particularly from John Lewis suppliers and from Waitrose branded suppliers

Developing approaches to quantify the impact of E&S related initiatives on the Partnership's carbon footprint in pursuit of our Net Zero targets

Providing technical expertise and guidance on climate to key internal and external stakeholders (Partners, suppliers and customers), acting as a Partnership expert on climate change. Use data to drive business value and decision making

Support the development of the Partnership's climate transition plan

Broader Partnership outcomes & accountabilities

Work with the technical, commercial, agriculture and responsible sourcing teams, suppliers, and other internal and external stakeholders to identify and pursue opportunities to ensure our climate impacts are minimised

Act in accordance with the Partnership's purpose and democratic principles, constructively participating in co-ownership, and demonstrating to customers and each other that it is a better way of doing business. Share your knowledge, experiences, ideas and opinion to improve the Partnership, speaking honestly and frequently.

Measures of success

Working with our data management analyst to ensure timely, accurate scope 3 carbon footprint calculation and improving our approach to show the impact of reductions in our supply chains

Development of climate data collection from key suppliers, including methods for mass product carbon footprint collection. Collection of significant percentage of Partnership scope 3 emissions from primary data

Credible quantification of other E&S initiatives, e.g. responsible sourcing, circular economy to be used in our scope 3 reporting

Building strong relationships with internal teams, and providing practical guidance on climate with a commercial and technical focus. Developing visualisation and practical tools to be used by Partners to reduce impact

Help synthesise the Partnership's efforts to reduce its impact into its overarching transition plan

Invest in your personal and professional development to achieve your potential, by doing more, doing better, or doing different. Continuously engage with and actively contribute to your Profession. Be responsible for supporting members of the E&S team in responding to strategic priorities to unlock our commercial advantage, and take the lead on this in certain areas. Provide research for internal and external horizon scanning, strategy formulation and policy development. Be responsible for completing robust data collection and ensuring reporting mechanisms are in place.	
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Skills	
Technical Expertise	In-depth knowledge of GHG accounting (GHG Protocol), setting science-based targets (SBTi), including FLAG emissions ideally in a retail or complex supply chain context
Data Analysis	Highly numerate with experience in managing complex datasets, carbon footprinting, and performance tracking. Evaluates and analyses different types of complex data objectively and sees patterns and meaning to establish the key relevant facts, using a keen attention to detail. Uses this thinking to make credible recommendations to inform critical decision making.
Prioritisation	Plans and reviews workload regularly and is able to adapt to ever changing circumstances. Assesses workload realistically in terms of urgency and importance and changes plans where necessary. Applies key organisational ability to work across different areas and with different stakeholders internally and externally.
Stakeholder Management	Uses emotional intelligence to build and manage relationships both internally and externally to maximise delivery of the E&S agenda. Represents the Partnership externally in forums and event organisation and delivery, influencing and negotiating where required. Able to work effectively in a matrix organisation.
Commerciality	Demonstrate an innate passion for and understanding of E&S and how this can support Retail and the wider industry. Actively works to maintain knowledge and understanding of the wider E&S environment and industry.
Communication- written and verbal	Prepares presentations, reports, tools and other key documentation as needed in support of the E&S strategy.
Resilience	Work through overtly challenging situations, with a keen understanding of self in order to work through in a positive manner. Acceptance of developmental and reinforcing feedback at a personal and business level. Shows tenacity in the face of ambiguity and complexity.

Qualifications & Experience (where applicable)
Essential • Relevant Degree level qualification or industry experience in one or more areas of climate change • Strong interest in and passion for reducing the impact of climate change • Experience of developing complex corporate carbon footprints for scope 1, 2 & 3



- Experience in leading the delivery of successful strategic projects to reduce climate impact, including quantification
- Excellent IT and data management skills, including the ability to challenge data quality, insights generated and results
- Highly collaborative; excellent stakeholder management skills with an ability to build consensus and drive change through others (including senior executives); comfortable with ambiguity
- Excellent organisational skills, including the ability to manage multiple workstreams

Desirable

- Sustainability-related qualification
- Knowledge of application of climate change in a retail context
- Experience of programming and complex data management
- Experience of practically addressing climate risk and resilience in a corporate setting
- Experience of embedding climate change related decision making in business as usual

Version	Created/updated by	Date
1	James Madoc-Jones	30/10/2025