

Role Profile

Title	Sustainability Reporting Lead (Executive Grade 4)
Function	Service Operations
Department	Environmental, Social Governance (ESG)
Location	O'Connell Street
Reports to	Head of ESG

Role and purpose

- Coordination, develop, and deliver quality, accurate, and timely sustainability related disclosures and reports across all relevant regulatory and voluntary frameworks undertaken by Dublin Bus.
- Oversee materiality assessments, stakeholder engagement, disclosure framework alignment and the drafting of CSRD-compliant sustainability information for inclusion in the CIE Group report.
- Establish robust data collection and performance measurement systems for sustainability KPIs within Dublin Bus.
- Proactively support the Dublin Bus management teams in fostering a culture of sustainability reporting throughout the organisation.
- Liaise with finance, legal, operations, and data owners to ensure data quality, narrative integrity, and materiality alignment.
- Comply with all relevant Data Protection legislation
- Comply with all Quality, Environmental, Energy, Sustainability, Health and Safety policies and procedures
- Comply with Grievance Procedures, Dignity and Respect Policy, Disciplinary Procedures, and all other Dublin Bus policies
- Foster good relationships with employees and relevant personnel in own area of responsibility, with Trade Unions, other departments of Dublin Bus and CIE Group of Companies and with relevant external agencies and stakeholders

Working relationships with

Dublin Bus ESG Team and Service Operations Function
 Dublin Bus Executive Team
 Dublin Bus Management Team and all Dublin Bus Departments
 CIE Group Companies and External Agencies

General responsibilities

Sustainability Reporting

- Develop and maintain a sustainability reporting plan that aligns with business priorities, regulatory obligations, timelines and stakeholder expectations.
- Lead the implementation of CSRD reporting requirements under the ESRS, including materiality assessments, gap analysis, and readiness roadmaps.
- Coordinate the collection, validation, and consolidation of ESG data from multiple departments and relevant ESG working groups.

ESG management

- Support the governance, integration, and performance tracking of the Dublin Bus ESG strategy.
- Collaborate with the Head of ESG to maintain and track ESG KPIs aligned to business strategy and stakeholder interests.
- Monitor ESG regulatory developments (e.g. CSRD Omnibus, CSDDD) and advise the ESG Team and ESG Working Group on implications.
- Conduct benchmarking against peer organisations and ESG rating agencies to identify improvement opportunities.

Communication and information

- Develop qualitative narratives for all ESG reports and disclosures, ensuring clarity and alignment with Dublin Bus values.
- Collaborate with Strategic Communications and Engagement team to develop web content, infographics, summaries, and campaigns based on reporting outputs.
- Coordinate internal communication of sustainability progress to ensure employee awareness and engagement with goals and performance.
- Ensure consistency across all external-facing ESG data points, disclosures, and messaging (e.g., annual reports, website).

Safety

- Comply with all health and safety procedures and ensure procedures are followed as outlined in the Safety Management System

General

- Other duties applicable to position as agreed with management

Competencies

The following competencies are the set of knowledge, skills and abilities required for the position

Environmental, Social and Governance: Promotes sustainability for employees and customers

- Deep understanding of ESG concepts, regulations, and double materiality, with the ability to apply them pragmatically within a business context.
- Ability to translate the Dublin Bus sustainability reporting plan into measurable KPIs and relevant reporting outputs.
- Maintains up-to-date knowledge of evolving ESG frameworks, regulations, and rating methodologies.

Personal Effectiveness: Getting the best return on your potential

- Self-starter, clear about their personal goals and aligns these to the needs of Dublin Bus.
- Shows initiative, ability to establish clear criteria, prioritise tasks and achieve deadlines by allocating appropriate resources.
- Demonstrates initiative in resolving data or reporting related issues independently or in collaboration with others.

Impactful Communication

The ability to engage and influence others to achieve positive outcomes

- Excellent written and visual communication skills to convert complex data into engaging reports and narratives.
- Confident in preparing and delivering content for senior leadership, national authorities, government departments and non-technical audiences.
- Able to shape clear, consistent messaging across multiple platforms, from external reports to internal presentations.

Operational Excellence and Continuous Improvement: The ability to focus on enhancing the customer experience and delivering ongoing improvement in Dublin Bus

- Identifies problems or blockages in systems / processes and creates solutions to resolve issues
- Continuously evaluates information received and will consider alternatives and identifies actions to improve going forward

Other relevant skills

- 3rd level qualification in sustainability, environmental science, engineering, or a related field.
- A professional accreditation (e.g., GRI Certification, IEMA, IFRS Sustainability) desirable.
- Familiarity with ESG management platforms.
- Public transport or regulated industry experience.
- Knowledge of Irish and EU sustainability policy.
- Information technology – good knowledge of Microsoft programmes and systems.