

Environmental Officer



**CITY UNIVERSITY
LONDON**

Introduction

This is the job description for the role of Environment Officer at City University London.

Role Profile

Post:	Environmental Officer
Department:	Property & Facilities
Grade:	6
Responsible to:	Energy & Environmental Manager
Tenure:	Permanent

Main Function

To provide operational support for the development and implementation of the University's Environmental Policy and aims for an environmentally sustainable estate.

Key Responsibilities and Accountabilities

- Develop policies and procedures to enable the University to fulfil its Environmental Policy and achieve continual improvement in environmental performance.
- Develop and maintain registers of environmental legislation and risks.
- Conduct audits to monitor environmental performance, ensuring compliance with relevant legislation and striving for continuous performance improvement.
- Raise awareness and prepare communications on environmental issues in collaboration with departmental Environmental Champions.
- Assist the Energy & Environmental Manager with the University's carbon management programme.

Environmental Officer



- Assist the Energy & Environmental Manager with the monitoring of consumption of fuel, water and waste production within the University and set targets for improved performance.
- Develop and implement a waste management strategy in collaboration with facilities management staff.
- Prepare regular reports on waste management and recycling and other Environmental issues to allow an on-going analysis of trends, the setting of targets and the publication of performance statistics.
- Develop, implement and review the University Travel Plan.
- Assist with Fairtrade University activities and accreditation.
- Keep up to date with developments in industry or sector, and where practical introduce new ideas and cost effective measures that improve performance.
- Carry out duties as secretary to the Sustainability Committee.
- Carry out any related additional duties as reasonably required by the Energy & Environmental Manager or senior management.

Additional Information

- The post holder must at all times carry out their responsibilities with due regard to the University's Equal Opportunities Statement
- The post holder must accept responsibility for ensuring that the policies and procedures relating to Health and Safety in the workplace are adhered to at all times.
- The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.
- The post holder must carry out their responsibilities with due regard to the non-smoking environment of the University

Sustainable Development

The University is committed to a policy of best practice to assist in building a sustainable way of life by taking a positive, solutions-orientated approach. All post holders are encouraged to contribute through their roles to improving the environment, for the University and the wider community. This is promoted via The Forum for the Future – Higher Education Project. Details of policy, information and the staff development supporting the policy on the environment will be promoted through the website and various University communication channels.

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the post, Department, School and the University.

Job descriptions should be regularly reviewed and at least prior to the annual appraisal, if applicable or on a regular basis to ensure they are an accurate representation of the post.

Environmental Officer



Candidate Specification

Post:	Environmental Officer
Department:	Property & Facilities
Grade:	6
Responsible to:	Energy & Environmental Manager
Tenure:	Permanent

Knowledge:

- Graduate or equivalent work experience in understanding environmental issues
- Membership of relevant professional body, such as IEMA
- Good IT skills including proven experience working on databases and experience of Microsoft Office Suite

Skills:

- Excellent oral and written communication skills with a proven ability to give presentations and write clear, reasoned reports for senior management.
- Excellent inter-personal skills with the ability to deal with people in any given circumstance with tact and diplomacy.
- Good administration and organisational skills.
- Ability to work on their own using initiative but also to work well as part of a team.

Experience:

- Minimum of three years experience working within a busy client focused environment.
- Experience of environmental management systems