



**A Practical Guide to Employing an
Environmental Manager / Sustainability
Officer for Universities and Colleges**

In conjunction with



**By Adam van Winsum, EAUC Executive
University of Bradford**

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Foreword

Over the past three or four years the number of environmental managers in the higher and further education sector has steadily risen. The EAUC has been there to support these new positions and offer informal guidance and support. Increasingly, colleges and universities are expected to take a more proactive approach to managing their environmental impacts across a range of disciplines such as energy and waste management, travel planning and procurement. Whereas in the past many institutions have passed specific duties to existing members of staff they are now realising the need for specialist knowledge and expertise.

We are delighted to produce this guide for the benefit of our existing members and to those organisations yet to appoint. Directors of Estates at universities and colleges have approached my colleagues and I many times in the past two or three years about *how*, *who* and *what* they should do to appoint an environmental manager. It's encouraging the question of *why* is no longer being asked with many recognising the need but just uncertain of how to go about it.

This guide is designed to help you appoint an environmental manager. As time goes by we intend to review and update this guide to ensure current best practice continues to be documented. The guide has been developed in partnership and with input from the Institute of Environmental Management & Assessment and the Higher Education Environmental Performance Improvement project. I am delighted that our strategic partnership with both is able to provide support and guidance for those of you working in the FHEI sector now and in the future.



Andy Nolan
Convenor, Environmental Association for Universities and Colleges

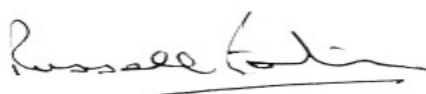
I welcome the opportunity to write a few words to both introduce this guide and highlight its importance as an 'aid memoir' to learned establishments in their quest to recruit the appropriate environmental staff, to spearhead their approach to ensuring 'best environmental practices' are being adopted in their colleges and universities.

I applaud EAUC for identifying the need for this handbook and I know those of you that discover it, will find it essential reading.

There has never been a more important time for Institutes such as ours to work with organisations like EAUC to ensure 'the environment' is firmly in the minds of everybody, as a main consideration in all businesses and not merely an addition to be tackled as or when time and resources allow.

Large establishments, such as our colleges and universities, have a major role to play in ensuring they lead by example, when it comes to dealing with all aspects of the environment. They need to recruit dedicated, hardworking environmental personnel, who at times will despair when they find their important messages being ignored, or dismissed out of hand, by superiors and peers alike, but have the resolve to follow their ideas and beliefs right through to a successful conclusion.

Such individuals don't grow on trees, but they certainly can help to preserve them! Happy hunting.



Russell Foster
Chief Executive, Institute of Environmental Management and Assessment

Foreword.....	2
Introduction	4
Purpose of the Guide.....	4
How to use the guidance document.....	4
Target audience	4
Terminology / Abbreviations	4
Thanks	4
Why Manage the Environment?	6
Drivers for recruitment.....	7
Environmental Manager Specification	8
The role of an Environmental Manager.....	8
Duties of the Environmental Manager.....	8
Qualities of an Environmental Manager	8
Qualifications.....	8
Work related experience.....	9
Skills and Knowledge	9
Personal Qualities	9
Remuneration.....	11
What salary do I pay my Environmental Manager?.....	11
Advertising for an Environmental Manager.....	13
How and where to advertise	13
ENDS Environmental Jobs Search	13
The Environmentalist (IEMA).....	13
The Guardian	13
Jobs.ac.uk.....	13
Interviewing the candidates	14
Locating the new Environmental Manager.....	15
Expanding Your Team.....	15
Sources of Information	16
Appendix One – Roles and Responsibilities	17
Appendix Two – Job Specifications / Adverts	18
Leeds Metropolitan University.....	18
University of Bristol.....	21
University Of Hertfordshire.....	23
University of Edinburgh.....	26
Sheffield Hallam University.....	29
University of St Andrews.....	30
Oxford Brookes University	33
University of Sheffield	35
Stow College	37
University of Bradford	38
Appendix Three – Business Case – Total costing for Appointment.....	40

Introduction

Purpose of the Guide

The main purpose of this guide is to help those FHEI's that do not have an environmental manager at present or are planning to recruit one and require advice on how best to do this.

It draws upon the experience of the EAUC Executive and key EAUC members, whom have either recruited an environmental manager or themselves been the appointed individual. It is written as a practical account of how to best recruit for this position.

How to use the guidance document

Although this guide covers some of the main drivers and reasons for recruiting an environmental manager (i.e. social, economic and environmental responsibilities) it is assumed that the reader of this guide has already gained senior management approval for such an appointment, or by studying this guide will be able to strengthen their business case for appointment.

This position is often broader than just 'managing the environment', and include areas of responsibility such as the sustainability, procurement, curriculum greening, transport and community issues. However, for simplicity, the term is used *environmental manager* is used throughout (but this includes other positions such as sustainability officer, environmental coordinator).

Target audience

It is intended that the guide will be of value and relevance to a number of FHEI disciplines including personnel, estates and facilities management, ancillary services, finance and purchasing office and academia, who all have a role to play in a successful appointment.

Terminology / Abbreviations

CPD – Continual Professional Development
 EAUC – Environmental Association for Universities and Colleges
 EMS – Environmental Management Systems
 FE – Further Education
 F/HEI – Further and/or Higher Education Institution
 HE – Higher Education
 IEMA – Institute of Environmental Management and Assessment
 SD – Sustainable Development

Thanks

The author would like to thank all contributors, EAUC Members, the EAUC Executive for their contributions to this guidance document and in particular:

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Martin Wiles
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Sheffield Hallam University
Oxford Brookes University
Leeds Metropolitan University
Oxford Brookes University
University of Bristol
St Helens College

Why Manage the Environment?

Environmental management is an increasingly critical issue for Further and Higher Education Institutions (FHEIs). HEIs alone:

- Spend annually:
 - £3+ billion on goods and services
 - £200 million on utilities
 - £50 million on water and sewerage
- Generate huge volumes of waste, a lot of which goes to landfill
- Account for an untold amount of vehicle movements to, from and around campuses every day
- Own 9% of all office space in the UK

Furthermore, Institutions are beginning to find themselves under increasing pressure to manage the environment and the impacts of the above activities due to:

- Increasing burden of legislation (both prescriptive and voluntary)
- Increase in stakeholder expectations i.e. overseas students and NGO's such as People and Planet
- Rising costs for utilities and waste disposal
- Perceived 'environmental' image
- Education Funding Council expectations

To be able to respond to and manage these drivers, an effective, proactive and consistent approach is required over time. However, assigning responsibility in a large multi-faceted organisation with a high turn over of both staff and students is often difficult.

One means of ensuring that this happens is to appoint an individual who is responsible for coordinating the environmental management and performance of the institution, a position often referred to as environmental manager (but this includes other positions such as sustainability officer, environmental coordinator).

The level of responsibility and influence varies from post to post, and is also dependant on whether an institution has a separate energy manager, transport coordinator etc. A non-exhaustive list of these appointments includes:

- University of Sheffield who have four members of staff covering energy, waste, environment and transport
- University of Warwick has two members of staff covering just energy
- University of Edinburgh has three staff covering energy, environment and transport and are looking to employ a waste minimisation officer
- The University of East Anglia has two members of staff covering energy and transport
- University of Bristol has 3 members of staff for energy and environmental management
- Worcester College of Technology has one part time environmental officer covering, all areas of sustainability including curriculum development
- St Helens and Wigan & Leigh College's both have sustainability / environmental coordinators.

Drivers for recruitment

Drivers for recruitment vary considerably from institution to institution. Forward thinking organisations fund an environmental post to ensure legal compliance. Prosecuted industry and individuals in the Midlands and Lower Severn region alone were fined over £1.1 million by the Environment Agency during January '02 to December '03.¹ The financial penalty and the associated negative publicity can often be strong drivers for appointment.

Another strong driver is the potential cost savings that can be achieved with better environmental management (usually in utility management). Other posts, especially in FE, evolve and are often part of a dedicated individual's full time job, generally teaching in this case. The amount of time allocated to environmental responsibilities in FE varies considerably mainly due to lack of sectoral steer from the LSC and FE's smaller scale means the economic resource efficiency argument (i.e. cost savings through environmental improvements) is often weaker than that of HE.

Other institutions such as the University of Bradford recognise the environmental and economic benefits of appointment and in the past had seconded staff to work on environmental issues. Bradford explored a business case approach for a longer-term solution and in 2002, monies were ring-fenced to fund an appointment, initially for one year, from savings identified by KPMG consultants on climate change levy payments. This was a retrospective claim valued at circa £30,000. This money was used to 'pump-prime' the business case for appointment, with additional funding resulting from environmental improvements and cost savings. The end result was the appointment of an environmental manager on a 4-year contract in Spring 2003.

Other reasons for appointment include being able to:

- Reduce environmental related costs
- Drive environmental / sustainable initiatives
- Comply with current / forthcoming legislation
- Provide a greener public perception of the institution to its students, funding bodies, stakeholders with the associated marketing advantages
- Demonstrate best practice.

¹ Environment Agency Legal Department data – fines of £1,153,729 and court costs of £684,278 for water and waste prosecutions.

Environmental Manager Specification

The role of an Environmental Manager

The role or purpose of an environmental manager is wide and varied. Definitions of role and purpose (cited by sector managers) include:

- To be the catalyst for activity and commitment to environmental management
- To ensure, at minimum, legal compliance and reduce risk of non-compliance
- Identify opportunities for continuous environmental improvement and implement programmes to deliver these
- To promote and coordinate the integration of environmental management and sustainability issues into policies, rules, products, services and operations
- Making the institution perform more efficiently and therefore more competitively, which in turn promotes environmental and social improvements.

Jo Seabrook, University of Derby's Environmental & Energy Manager believes the role of an environmental manager is to:

Help the FHE sector take responsibility for educating staff and students to consider their environmental impact at a local and global level. To promote sustainable development, and the reality that what we can do today can make a difference tomorrow.

Duties of the Environmental Manager

Environmental managers have an extremely varied workload. Traditionally areas for day-to-day management included waste management, utilities conservation and legal compliance. However, emerging legislation and external drivers are beginning to require environmental managers to consider issues such as sustainable procurement, construction, environmental reporting i.e. BiE index and implementation and management of environmental management systems (EMS) – with several universities now being accredited to some form of EMS.

Appendix One details a comprehensive (but not exhaustive) list of responsibilities that an environmental manager could be responsible for within an FHEI.

Qualities of an Environmental Manager

In order to recruit the 'right' individual for the position it is essential to achieve a balance between 'desirable' and 'actual' qualities needed for the position. Institution personnel departments will be able to offer guidance here.

Attributes to the position can be broken down into differing sections, some of which are easier to judge than others. The interviewing experience of the panel and their relevant job-related experience are of paramount importance (more on this later). Environmental managers themselves (from the EAUC membership) feel that the following attributes are important:

Qualifications

A degree in a related environmental field is seen as a necessary qualification, not only to provide a sound knowledge base of environmental matters but also to gain

respect in an academic culture. Science or engineering qualifications should not be overlooked, especially if the focus of the appointment is energy management. Other qualities include:

Environmental related first degree	Essential
Management qualification i.e. PRINCE2	Essential / Desirable
Training Qualifications	Essential / Desirable
Environmental related post grad degree	Desirable
Membership of a professional body i.e. IEMA	Desirable

Work related experience

Work related experience (dependant on position) is of paramount importance. A successful environmental manager needs to have experience of interacting with a broad range of people across an ever-increasing agenda. Relevant experience includes:

3-5 years for senior positions i.e. managers	Essential
1-3 year for junior positions i.e. assistants	Essential
Expert in at least one aspect area i.e. waste	Essential
'Business case' development experience	Essential
Management of budgets	Essential
Knowledge of EMS	Essential
Working with internal and external parties i.e. students / regulators	Desirable
Experience of public sector / education	Desirable

Skills and Knowledge

Effective communication (oral / written) skills (<i>boiler room to board room</i>)	Essential
Team worker with ability to work independently	Essential
Analytical and research skills	Essential
IT fluent	Essential
Training, negotiating and motivation skills	Essential
Understanding of legislation and FHE Environmental impacts	Essential / Desirable
Effective project management	Essential / Desirable
Effective net-worker	Desirable

Personal Qualities

Perhaps just as important as the above categories, is the ability to be:

Innovative / forward thinking	Essential
Outgoing / confident / enthusiastic	Essential
Patience / diplomatic	Essential
Approachable / personable	Essential
Personally interested in environmental issues	Essential
Analytical	Essential / Desirable

Overall, there are no right or wrong attributes. A mixture of the above categories should help define a 'good' environmental manager. Perhaps the most important attributes to specify are:

- **Effective communication (oral / written) skills**

An environmental manager needs to be able to understand the problems / opportunities and be able to clearly communicate solutions to a broad stakeholder

base. Being able to deliver good presentations is often what decisions are based on, especially at committee level.

Change management is an essential skill required for achieving environmental performance improvement – a good communicator will be able to convince people to change their methods and beliefs through educating them, and then be able to continue motivating individuals to continue their changed behaviour.

- **Relevant environmental related qualifications**

The FHE sector has numerous communities, but perhaps the largest is academia (lecturers and students). Having a relevant degree or qualification not only provides a sound knowledge base but can also help win the 'hearts and minds' and 'knowledge related' respect of this community.

- **Project / People management skills**

Strong project skills ensure that multidisciplinary objectives and targets get achieved on time and to budget. An environmental manager with good project skills can also delegate tasks effectively and manage colleagues (outside of their line management or department) to reduce their workloads or avoid unnecessary pressure. These skills are essential for a sole-appointment or where an Institution is hoping to achieve EMS accreditation.

Remuneration

What salary do I pay my Environmental Manager?

Setting the correct salary level not only helps strengthen the business case but it also helps attract the right individual with the necessary experience. Remuneration depends not only on the experience of the appointee but also on the environmental aspirations of the institution.

A recent ENDS survey in August 2003 revealed that the average salary for a site environment manager in the private sector was £32,000 per annum². A snap shot of experienced managers within the EAUC membership revealed an average salary of £25-30,000³ per annum. It is encouraging to see that the education sector is able to compete (salary wise) with job opportunities within the private sector.

The table below lists salary range by Institution of positions advertised in the past:

Institution	Position	Level of Experience	Starting Salary Range
Loughborough	Environmental projects officer	2 years	£19590 – 21864
Coventry	Environmental officer	Minimum 5 years	£30399 - 37239
Coventry	Environmental officer	Experience desirable	£23094 - 26373
St Andrews	Environmental manager	3 years	£20267 - 26229
Leeds Met	Assistant environmental manager	3 years	£16286 - 18185
Leeds Met	Environmental projects officer	Experience essential	£26371 - 30913
Oxford Brookes	Environmental coordinator	Experience essential	£25033 - 27339
Bristol	Energy and environmental manager	Snr level experience essential	£26216 - 30967
Manchester	Environmental assistant	~	£17626 - 26491

It is therefore possible to gauge your institutions expectations and the calibre of manager you'll be able to appoint given your budget for the salaried position. Appendix Two details examples of previous advertised appointments.

Consideration should also be given to other salary-related costs such as pay and discretionary awards, pension, national insurance and tax when making a business case to senior management.

The true cost over a 4-year appointment at a starting salary £25,451 is £147,382⁴. (This is at academic related other scale point 2, including salary, pension, NI, tax and normal pay and discretionary awards). A detailed breakdown of these costs can be seen in Appendix Three.

Other costs that may need budgeting for include Continual Professional Development (CPD). Popular organisations for CPD include the Institute of Environmental Management and Assessment (IEMA) and the Energy Institute. To be able to appoint an individual who already has associate or full membership to one of these institutions would be desirable (but not essential). If the successful candidate was not a member of such an organisation, then an FHEI may wish to help their employee achieve this.

² www.endsreport.com/Managers

³ Source: EAUC snapshot survey of 14 members

⁴ Cost calculated using the Sirius Staff Costs tool, maintained by the University of Leeds www.siriusweb.leeds.ac.uk

Initial costs for Associate Membership of IEMA⁵ are:

£160 (£75 Affiliate Membership fee plus £85 Open Book Registration fee).

Whilst the Energy Institute costs⁶:

£132 (Associate application fee is £60 plus annual subscription fee of £72).

Often the business case for appointment is centered on potential cost savings that can be made. These savings are usually from:

- Waste – through waste audits, recycling schemes and tender / contract evaluation
- Utilities – energy site audits, metering and monitoring and invoice reconciliation
- Transport – through initiatives such as increased parking charges, review of charging schemes and promotion of car alternatives.

FHEI finance and personnel departments can often help structure the business case in relation to staff-related costs. A strong business case will include the following costs:

- Salary (dependant to experience)
- Salary related costs – NI, tax, and pension
- Continual Professional Development

⁵ IEMA membership details at www.iema.net/htmlpage.php?pid=12

⁶ Energy Inst. membership details at www.energyinst.org.uk/index.cfm?PageID=859

Advertising for an Environmental Manager

How and where to advertise

Having been able to successfully secure funding, write the job description balancing technical and personal qualities, knowing how and where to place a job advert is critical to capturing the right applicants.

Consideration should be given to the type of individual you want to recruit, for example a vacancy for a general multi skilled environmental manager could be advertised in the ENDS journal, where as an environmental manager with a bias on waste management may require a more focused waste journal, such as the Waste Management Journal (CIWM).

Asides from advertising internally and in local press, popular medias include: ENDS Journal, The Environmentalist, The Guardian and Jobs.ac.uk.

ENDS Environmental Jobs Search

One of the leading environmental monthly journals. Placing an advert in the ENDS can cost from £440 for a quarter page mono advert up to £2070 for a full-page colour. Prices include 4 weeks on the ENDS jobs website. Further details can be seen at www.ends.co.uk/jobs/advertising.htm.

The Environmentalist (IEMA)

The Environmentalist magazine is the Institute's full colour bi-monthly publication containing a wide range of up-to-date information and news on environmental issues. A colour advert will cost from £800 for a quarter page up to £1950 for a full page. Advertising on iema.net jobs will cost £400 for 2 weeks and £600 for a month. Further details can be seen at www.iema.net.

The Guardian

The environment section of Society, produced weekly is very popular for environmental related jobs. A typical sized advert (10x6.5 cm) will cost in the region of £1000 for a week. Further details can be seen at www.jobs.guardian.co.uk.

Jobs.ac.uk

Jobs.ac.uk is the top recruitment site in the sector with 30,000 jobs advertised each year. Costs for a A4 page advert is £90, which will stay live on their website for 2 months or until the closing date of the advert. Further details can be seen at www.jobs.ac.uk.

Other sources for advertising include:

- EAUC mail base – (Members only) EAUC-Members@jiscmail.ac.uk
- Environmentjob.co.uk – www.environmentjob.co.uk
- Jobs Go Public– www.jobsgopublic.co.uk
- Prospects Today – www.prospects.ac.uk
- New Scientist and New Scientist Jobs - www.newscientistjobs.com
- Environmental Data Interactive Exchange – Jobs – www.edie.net/jobs
- Job listings & recruitment agencies by Green Choices – www.greenchoices.org/jobs.html

Interviewing the candidates

The experience of the interview panel is important when interviewing potential candidates. Consideration should be given to representatives from:

- *Personnel / Human Resources*

To ensure that Institution HR guidelines are met when interviewing and recruiting.

- *Estates / Facilities*

Primarily as the potential candidate is often located and reports to a senior member of these departments. Facilities and Estates are also responsible for 75% of campus operations, of which environment-related initiatives will greatly impinge upon.

- *Senior Level VC / PVC*

To ensure and demonstrate senior support for environmental management.

- *Academic Community*

This ensures linkages to the Institutions key core business – teaching and research – all of which can be affected by environmental management improvement. Ideally this would be an individual from academia that sits on an environmental or estates related committee.

- *Line Manager*

If different to Estates / Facilities, the individual directly responsible for line managing should be represented on the panel.

Ideally one of the above representatives will have the relevant environmental experience to be able to gauge a candidate's response to interview questions. If there are no in-house expertises then it may be wise to invite an external interviewer on to the panel. This could be an environmental manager from a neighboring institution or an academic colleague from departments such as Built Environment, Engineering or Environmental Science. Personnel guidelines for external interviewers must be adhered to.

Other departmental representatives to consider include:

- *Student Union / Body* – if responsibilities include the delivery of education for Sustainable Development, curriculum enrichment and student involvement
- *Quality* – to ensure joined up links with quality, health and safety, especially important if an institution is considering an EMS
- *Purchasing* – as purchasing decisions and supplier contracts contribute significantly to an institutions environmental impact
- *Finance* – especially important is there if no ring-fenced budget for environmental improvements.

Locating the new Environmental Manager

Once the successful individual has been appointed, their influence upon institutional practices can be greatly affected by the department they work within, and careful consideration should be given to whom will 'line manage' the individual.

Generally line management is provided by Estates or Facilities – as institution housekeepers – they are responsible for managing around 75% of campus operations including service contracts, buildings and utilities. In this case, normally the environmental manager would report to the (deputy) Director of Estates or Facilities.

Although Estates and Facilities are best suited, there are other relevant areas to consider including the Vice Chancellors office, Procurement Office, Finance Directorate, Academia and Accommodation and Campus Services. Of course it is possible for the environmental manager to report to more than one department, as is the case at Leeds Metropolitan University.

Mark Warner, Environmental Projects Manger, directly reports to the Purchasing and Environment Office but also to the Director of Facilities Management. His time on projects for the Institution is shared 50-50.

Mark believes that the close contact with the two departments means there is a greater sense of commitment felt by designated environmental coordinators and that he has a better understanding of coordinators workloads by being in the same team. This close contact ensures that over 75% of the University's significant environmental impacts are more effectively monitored and that realistic targets are set. It also means that he has high-level support from more one than one area of the University.

Expanding Your Team

With the growing importance of the sustainable initiative - meeting future environmental legislation, developing policies and strategies and meeting expectations of both students, staff and funding council's - further recruitment may be necessary. Already many institutions, particularly in HE, have more than one member of staff.

Martin Wiles, Energy and Environmental Manager at University of Bristol, felt he was spending too much time on operational issues, which could be better spent on strategic planning and implementation (policy planning and development, obtaining buy in from academic departments) and on applying his experience in identifying waste and implementing savings. A successful business case put to senior management led to the appointment of Karen Gallagher, Assistant Energy and Environmental Manager in October 2003 – bringing the team to 3 members of staff. This additional member of staff has allowed the Environment Office to:

- Create an 'energy partnership' worth upwards of £60,000 over the next three years
- Identify opportunities for CHP installation
- Identify almost £80,000 of savings through an energy site survey
- Develop a business case for a waste recycling that will generate revenue rather than cost to operate.

Sources of Information

Environmental Association for Universities and Colleges – www.eauc.org.uk

Higher Education Environmental Performance Improvement – www.heepi.org.uk

Institute of Environmental Management and Assessment – www.iema.net

Appendix One – Roles and Responsibilities

Below is a list of duties and responsibilities that current Environmental Managers within the EAUC membership are responsible for. It is worth noting that the degree of responsibility varies from advisory role to direct responsibility along with differing time allocations.

- Environmental legislation
- Noise management
- Water management
- Water budget (invoicing)
- Energy management
- Energy budget (invoicing)
- Building design/ services
- Waste management (general / municipal)
- Waste management (hazardous)
- Waste minimisation
- Transport plans / parking
- Procurement
- Landscape management / Site biodiversity
- Policy development
- EMS/ ISO implementation
- Communications
- Reporting to committees
- Local community liaison
- Corporate communications (related issues)
- Environmental reporting
- Awareness raising
- Training
- Curriculum greening
- Student recruitment
- Staff / student retention
- Improving access to marginalised learners

Appendix Two – Job Specifications / Adverts

Leeds Metropolitan University

Division: Finance

Post: Environmental Project Manager

Grade: PO3/PO4

NOTE TO APPLICANTS

Please note the University's compulsory retirement age is 65.

Please read the selection criteria below carefully and provide as much information as possible in your application to indicate how you feel you meet these criteria. Please complete all sections of the application form – CV's will not be accepted.

1. A First Degree in Environmental Science or a relevant subject.
2. To demonstrate an understanding of a wide range of Environmental issues, including energy, waste, transport, and procurement.
3. Evidence of experience of project management and an ability to work to deadlines.
4. Knowledge of the Environmental issues facing the Further and Higher Education sector.
5. Evidence of ability to produce timely reports for a wide range of audiences using a range of media.
6. To demonstrate experience in working with contractors, consultants and external organisations.
7. Evidence of an understanding of current and future Environmental legislation.
8. To demonstrate experience and understanding of implementing an Environmental Management System.
9. Evidence of ability to develop Environmental policies and strategies that meet the business aims of the University.
10. To demonstrate experience of producing awareness raising information across a variety of media and developing training programmes.

JOB DESCRIPTION (Leeds Met)

FINANCE DIVISION

POST DESIGNATION - ENVIRONMENTAL PROJECT MANAGER

GRADE PO3/PO4

POST TO WHICH DIRECTLY RESPONSIBLE

Purchasing and Environment Officer and will report to the Director of Facilities Management

POST FOR WHICH DIRECTLY RESPONSIBLE: As assigned

PURPOSE OF JOB

To integrate Environmental considerations into the activities of the University and to improve Environmental performance through reducing the University's Environmental impacts.

Responsibilities

1. To take a lead role in meeting the University's aims regarding Environmental performance, with particular reference to energy, transport, waste and communications.
2. To manage the development and implementation of an Environmental Management System (EcoCampus).
3. To work with Business in the Environment in the submission of an annual return for the Regional Index of Corporate Environmental Engagement.
4. Contribute to and support the implementation of the University's Travel Strategy.
5. Liaise with internal and external bodies in developing and implementing appropriate waste management strategies and policies including the provision of guidance to relevant staff to assist them in achieving compliance with legislation and University policies.
6. Assist with the monitoring of consumption of fuel, water and waste production within the University and set targets for consumption in conjunction with other staff.
7. Assist in the promotion of energy efficiency and awareness campaigns.
8. To work with the Purchasing Office to ensure improved Environmental purchasing.
9. To develop cost effective, quality and timely management information on key Environmental impacts.
10. To communicate Environmental performance and raise awareness of the Universities impacts to staff, students and wider stakeholders, using a variety of media.
11. To identify the University's training needs for related skills and work with senior Managers in the development and delivery of Environmental training programmes.
12. To keep abreast of changing legislation and good practices in the area of responsibility and ensure that the University is complying with all its statutory responsibilities.
13. Other duties as directed by the Purchasing and Environment Officer commensurate with the level of the post.

Health and Safety:

To maintain a positive attitude to Health and Safety in carrying out personal responsibilities and to co-operate with Health & Safety policy/local rules/Codes of practice relating to Health and Safety.

Equal Opportunities:

Post holders must at all times carry out their job responsibilities with due regard to the University's Equal Opportunity policy.

Relationships:

Accountable to the Director of Facilities Management for all energy and transport issues.
 Reports to Environmental Policy Steering Group on all activities.
 Functional relationship with Assistant Directors of Facilities Management
 Functional relationship with external consultants.
 Functional relationship with the Health and Safety Officer.
 Functional relationship with Energy Manager

Physical Conditions:

The post holder will be based at the City Campus, but may be required to work at other locations within the University.

Pay and Conditions:

Pay and Conditions of Service are as determined by the Vice-Chancellor for APT&C staff (within a framework set by the Board of Governors), and will have regard to any recommendations made by the Universities and Colleges Employers' Association (UCEA) in so far as they are adopted by the Board of Governors.

Salary is currently within Scale PO3/PO4 £26,371 to £30,913

Annual leave = minimum of 23 days plus statutory and customary holidays

Hours of work per week = 37 days

Environmental Projects Manager – Leeds Metropolitan University

Salary £26,371 - £30,913

You will take a lead role in ensuring that the University meets its aims in respect to Environmental performance, with particular reference to energy, transport, Waste Management, procurement and communications.

You will be required to establish an Environmental Management System and will advise on legislation, opportunities for funding and on the University's Transport Strategy. A key role will be to build awareness of Environmental issues amongst the University community and its stakeholders.

To succeed you will hold a degree in Environmental Science or a relevant subject, be able to demonstrate an understanding of a wide range of Environmental issues, have experience of project management within a large organisation and possess excellent communication, IT and organisational skills.

For further details and an application form contact the Purchasing and Environment Office, Leeds Metropolitan University, City Campus, Leeds LS1 3HE or telephone 0113 283 3414.

University of Bristol

Energy & Environmental Manager

DEPARTMENT: University Building Services

RESPONSIBLE TO: Assistant Director (Building Services)

SALARY SCALE: Grade 3 ACR £26,216 -£30,967

REPORTS TO: Assistant Director (Building Services) & Assistant Director (Facilities)

JOB PURPOSE:

Develop and implement an energy and Environmental strategy and action plan for the University in order to reduce waste and improve energy and water efficiency within the University estate.

Manage the energy and Environmental budget and take overall responsibility for the implementation of the University's energy and Environmental policy

Monitor consumption of fuel, water and waste production within the University estate, set targets for consumption and identify areas for improvements.

Undertake the procurement of utilities at the most cost-effective rates for the University and manage the fuel, water and waste budgets.

Develop and implement appropriate waste management and transport related schemes and policies including the provision for guidance to relevant staff throughout the University to assist them in achieving compliance with legislation and University policies.

Provide advice to the Director, Assistant Directors and other staff on energy and Environmental matters, including input to project planning and operational matters.

SCOPE:

The post holder's activities embrace the whole of the University's estate comprising:

- Academic and related buildings
- Residential properties
- Land
- Present and future needs of the University

The post holder is responsible for controlling the Central Utilities budget for water, electricity, gas and oil currently amounting to £4.5 million per annum and is responsible for directing the work of the Assistant Energy & Environmental Manager.

The post holder also impacts on relevant elements of project work and waste management arrangements and is responsible for directing the work of in-house Environmental Advisers

KEY ACTIVITIES:

1. Develop and implement energy and Environmental strategy.
2. Manage and administer the utilities budgets including all aspects of procurement to ensure the most cost effective purchasing arrangements for the University.
3. Establish a programme of energy and Environmental efficiency projects. Prepare specifications and drawings for those projects selected for implementation and oversee the works

4. Continue the development of the Energy Monitoring and Targeting database, monitor monthly consumption, identify variances and target areas for investigation and improvement to ensure the most efficient use of fuel and water.
5. Prepare regular reports on energy consumption and expenditure to allow overall site and individual building monitoring and targeting. Present the reports in formats suitable for the Energy and Environment Advisory Group, management action and general staff awareness initiatives.
6. Audit performance of all BMS systems on a regular basis to ensure systems are operating to optimal energy efficiency. Produce performance briefs for new BMS and controls installations. Advise on controls specifications for new projects.
7. Ensure that all meters and sub-meters are read as required and that management information is produced. Review the provision of sub meters on a regular basis.
8. Maintain and control the BMS energy logging and data system.
9. Produce an energy design code of practice for use on all University building and refurbishment projects in order to ensure the continued advancement of energy efficiency best practice.
10. Develop and implement a waste management strategy. Deliver policy guidance, training, auditing and advice on waste and transport to University departments.
11. Prepare regular reports on waste management, transport and other Environmental issues to allow an on-going analysis of trends, the setting of targets and the publication of performance statistics.
12. Be responsible for the activities and meetings of the Energy and Environment Advisory Group. Establish, maintain and improve relations with appropriate groups and institutions both internal and external to the University.
14. Undertake duties as required from time to time by the Assistant Director (Building Services) and Assistant Director (Facilities) to meet the demands of the service.

ASSIGNMENT & REVIEW OF WORK:

It is expected that the post holder will be proactive in relation to much of the work, hence the post holder will be required to use experience and initiative to programme and schedule work.

Review of work is through regular meetings and contact with the Assistant Director (Building Services) and Assistant Director (Facilities), and the submission of reports.

SKILLS, QUALIFICATION AND ATTRIBUTES:

- a) Professional qualification in Engineering, Environmental Science or other related subject together with a good understanding of building structures and services.
- b) High level of oral and written communication skills.
- c) Considerable professional experience of energy and Environmental work gained over a number of years while at a senior level in the private or public sector.
- d) Self-motivated, able to work on one's own initiative and liaise effectively with professional staff throughout the University.
- e) High level of numerical skills including computer literacy.
- f) A current clean driving licence is desirable.

University Of Hertfordshire

UNIVERSITY OF HERTFORDSHIRE
ENVIRONMENTAL STRATEGY

JOB DESCRIPTION

POST TITLE: Environmental Coordinator

GRADE:

DURATION OF POST: Permanent

RESPONSIBLE TO: Director of Finance

RESPONSIBLE FOR: The development and implementation of the University's Environmental Strategy

MAIN PURPOSE OF JOB

The University of Hertfordshire has established a national and international reputation for its sustainable development policy and Environmental strategy. The purpose of the post is to develop and implement the University's Environmental management system by:

- Coordinating the implementation of the University of Hertfordshire's Environmental Policy and management system in line with ISO 14001;
- Providing strategic direction to improve the University's sustainable development and corporate social responsibility performance;
- Identification, assessment and reduction of the University's Environmental risks and financial costs including advising faculties and departments as to the identification of their direct Environmental effects;
- Keeping up to date with and contributing to compliance with Environmental legislation and other requirements;
- Setting objectives and targets for Environmental improvement;
- Working with and advising faculties and departments to ensure integration of Environmental performance improvements into University management and services;
- Setting the University's Environmental management programme and action plan;
- Training and raising Environmental awareness of students, staff, suppliers and contractors;
- Communication with internal and external bodies and committees;
- Development and control of Environmental management system documentation;
- Ensuring operational control and Environmental emergency preparedness procedures are in place across University campuses;
- Identifying and conducting monitoring and measurement arrangements;
- Auditing and reporting on Environmental performance to internal and external clients;
- Conducting an annual management review with senior management.

RESPONSIBILITIES AND DUTIES

The responsibilities of the post include:

- Bidding for and managing the budget of the Environmental Strategy;
- Management and clerk to the Environmental Strategy Committee and sub groups such as the Waste & Utilities and Transport Group;
- Overseeing the development of policies, procedures and guidelines for Environmental management;
- Developing and integrating Environmental management training into staff development programmes;
- Representing the University and involvement with local, national and international organisations and professional bodies such as Welwyn Hatfield Council, Welwyn and Hatfield Environment Network, Herts Environment Forum, Herts Business Travelwise, Southern Universities Purchasing Consortium, Environmental Association of Universities and Colleges and Environmental Management for Sustainable Universities;
- Liaising with relevant University committees to ensure integration of Environmental objectives and management into University practices e.g. Purchasing, Learning and Teaching, Universitybus;

- Providing technical support and advice to internal clients such as the Estates Department on new build projects and to University subsidiary companies such as Universitybus;
- Consulting with suppliers and contractors such as Carillion Services to ensure continual improvement in sustainability performance;
- Conducting training and Environmental awareness such as student research inductions, staff induction, freshers fair, Environmental awareness events and promotional campaigns;
- Delivering presentations to students, staff and at external events to raise awareness of the University's Environmental performance;
- The Director of Finance may vary duties from time to time, which do not change the general character or the level of responsibility of the post.

SUPERVISION RECEIVED

The Coordinator is responsible to the Director of Finance.

SUPERVISION GIVEN

The Coordinator is required to supervise the Travel Plan Coordinator, and the Environmental Strategy Assistant, further to this supervision of project and work experience students. The Coordinator will also provide guidance and advice to other key posts with Environmental responsibility such as the Environmental Engineer.

RESPONSIBILITY FOR BUDGETS

Budget holder of the Environmental Strategy as well as costing and managing project funding received from outside sources.

CONTACTS

Dissemination, promoting and reporting on the work of the Environmental Strategy to internal and external audiences is a key role of the post, this includes:

External

Communication with external clients including the local community, organisations, business, industry, other FHE's, local and national government.

Internal

The Coordinator will be in regular contact with staff and students

NOTE: The ES Coordinator is not legally liable for any infringement of Environmental law. The style of recent Environmental legislation makes local management responsible. Therefore, supporting faculties and centres and ensuring that they are aware of their responsibilities would seem an appropriate approach.

PERSON SPECIFICATION

POST TITLE: Environmental Coordinator

- | | |
|-----------|---|
| 1. | EDUCATIONAL QUALIFICATIONS |
| Essential | A good first degree in science or engineering. |
| Desirable | Postgraduate qualification in Environmental management.

Membership of a professional body, preferably the Institute of Environmental Management and Assessment (IEMA). |
| 2. | WORK AND OTHER RELEVANT EXPERIENCE |
| Essential | Direct experience of implementing Environmental management systems in business or industry such as ISO14001 or EMAS.

Experience in project development and management and delivery.

Experience in costing projects and working within agreed budgets. |

Desirable	Preparation of awareness raising and production of articles in both popular and refereed publications.
3. Essential	<p>Presentation and training skills.</p> <p>PERSONAL QUALITIES AND ABILITIES</p> <p>Ability to work in an interdisciplinary team with a busy schedule and to liaise with a wide range of internal and external client organisations.</p>
Desirable	<p>Ability to meet deadlines and Environmental management standards.</p> <p>Project management skills.</p> <p>Good interpersonal skills, reliable, flexible, well organised, self-motivated, positive approach and able to show initiative.</p> <p>High standard of customer care.</p> <p>Experience in quality management and document control with respect to Environmental management systems and internally and externally funded projects.</p>
4. Essential	<p>OTHER</p> <p>Computer literate with experience in website and data base management.</p>

University of Edinburgh

The University of Edinburgh Estates & Buildings Department Job Description: Energy & Environmental Manager

Job Holder
Support Services Group

David Somervell
Estates & Buildings – Works Division

Job Purpose

- As the lead professional within E&B, develop policies and systems and implement a reduction in University expenditure on energy and water – to progressively cut emissions and other impacts on the environment.
- Advise Director of Estates & Buildings and Central Management Group of the potential risks associated with emerging Environmental Legislation and opportunities for the University to embrace aspects of Sustainable Development including Energy Efficiency, Waste Reduction, Travel Plans, and Sustainable Construction.

Key Result Areas

- Control circa £5million Utilities Budget, ensuring best value in Energy & Water Services procurement. Check for supplier error, report deficiencies or metering errors to suppliers and authorise invoices. Over-see recharges of £400,000p.a. Monitor utilities cost & consumption by building and report exceptions.
- Direct the rolling audit of Energy Efficiency investment opportunities, establish a rolling programme of projects and evaluate which should be prioritised each year. Control spend of 5% of the Utilities budget – currently £250,000 – on specific projects targeted at cutting emissions and reducing expenditure on utilities. Develop management systems and procedures to ensure that optimum benefit is gained from the operation of the Combined Heat & Power projects through the UoE Utilities Company Ltd.
- Maintain a register of new Environmental Legislation and monitor potential impact on the University. Advise all Heads of College and Heads of Schools of their responsibilities under such legislation – e.g. Waste Management Duty of Care. Consult with regulatory bodies and others and develop appropriate guidance and Codes of Practice that clearly specify roles and responsibilities for waste management.
- Contribute the lead input to the Sustainability & Environmental Advisory Group, chaired by Vice-Principal Professor Geoffrey Boulton. Plan out the priorities for this group and present reports on progress against the Sustainability Policy. Represent the University on external bodies in this area.
- Formulate appropriate Travel Plan programmes to enable University to meet increasing requirements from City Council and others, and participate in the delivery of the strategies to shift modal share targets for more sustainable travel options – by consulting, reviewing surveying and direct training.
- Monitor Capital Programme of £15-40m p.a. to identify opportunities for Environmental improvement.
- Develop a Sustainable Construction strategy to guide University staff and external Design Teams.
- Supervision *[Please see attached Estates & Buildings Organisational Chart]*
- Manage 2 Energy Engineers (TW4), Controls Engineer (TW4 to be appointed), Assistant Energy Manager (TW3) and Energy & Environmental Assistant (TW1) within the Energy & Environmental Office.
- Professional advisory role on Energy & Environmental legislation to Premises Teams and Architects within Works Division, to Project Managers within E&B Factoring Division and to retained Design Teams.
- Counsel Assistant Director E&B (Support Services) on Waste Management and Travel Plan development.

Contacts and Communication

- Advise Director of Estates & Buildings on wide range of issues associated with Sustainable Development.
- Participate in the management team within Works Division to ensure integration of Energy & Environmental priorities within the delivery of Reactive, Planned, and Major Replacement maintenance programmes.
- Communicate directly with Estates & Buildings staff at all levels to raise awareness of sustainability issues.
- Distribute guidance and advice to a wide range of staff in the Schools and Colleges on Utilities and Waste.
- Liaise directly with Assistant Director (Property) in Accommodation Services on Utilities procurement etc.
- Consult with university client representatives and direct with external professional Design Teams, appointed Contractors and Sub-Contractors to ensure they meet University specifications.
- Maintain regular contact with officials within the Regulatory bodies such as SEPA and the Environment Agency and ensure their evolving best practices are disseminated across the University.
- Assist in the procurement and subsequent monitoring of Environmental Services Specialist Providers.

Decision Making

- Discuss and agree Operational Plans and Budget for the Energy & Environmental Office with Depute Director of E&B (Works Division); report subsequent out-turn expenditure regularly to Director of Estates.
- Take most decisions independently on Utilities management and procurement – supported where appropriate by Director of Procurement and other HE sector bodies such as the Energy Consortium as necessary – and recommend appropriate suppliers for all major utilities supplies to the University Secretary / Director of CS.
- Self-directed in the key lead responsibility for raising awareness among the University – including among senior management – of the potential impact of emerging Sustainable Development imperatives, whether identified in formal legislation or through best practice in corporate ethical and social responsibility.

Problem Solving

- Pre-empt problems that might face the University in the development of the Estate due to new legislation etc and foresee ways in which costs might be eliminated or minimised through Whole Life Costing etc.
- Initiate monitoring of legislation and keep abreast of best practice in comparable large estates to ensure that appropriate solutions are identified that can be implemented in the complex context of the University.

Direction of Work

- Report directly to Depute Director of Estates & Buildings (Maintenance) on budgetary aspects of Utilities and submit annual prioritised lists of projects for approval by EPAG – the Estates Advisory Group.
- Develop strategic approach to the overarching advisory role to the University with Director of Estates & Buildings and submit proposed policies and programme of action for approval by Sustainability & Environmental Advisory Group – sometimes for onward transmission to CMG and University Court.
- Initiate dialogue and discussion with Assistant Director of Estates (Support Services) regarding development of Waste Management standards and services; advise and counsel same on Travel Plan development and assist in preparation of specific policies and programmes for consideration of Transport Advisory Group – sometime for onward transmission to CMG for adoption by the University Court.
- Where necessary, seek support and advice from professional associations such as Institute of Environmental Management and Assessment (IEMA) and the Environmental Association for Universities & Colleges.

Planning

- This is a strategic role that requires long-term advanced planning and foresight. While much of the Utilities management and energy efficiency programme is cyclic in nature – with annual or triennial contract rounds – the other aspects of the role require a distinctly considered approach.
- This involves monitoring European and UK legislation, tracking current and emerging technical and management options for improving performance and transposing this into the context of this University.
- Most of this research is self-motivated with support drawn from a wide range of information sources – some technical, some institutional – together with a network of colleagues in other Universities across the UK.

Knowledge, Skills and Experience

- Educated to degree level or equivalent with professional qualifications in an estates related discipline; preferably with an additional qualification in energy or Environmental matters.
- Considerable professional experience gained over a number of years operating at a senior level in management of the private or public sector – leading on energy and Environmental issues.
- Self-motivating, able to work on own initiative and liaise effectively with Managers and professional staff in many disciplines throughout the University and professionals beyond in the wider community.
- High level of communications skills – including preparation / editing of reports for senior management – is essential, and marketing and delivery of training modules on specialist subjects highly desirable.
- Literacy and numeracy, including reasonably advanced computer skills, are essential.
- A current clean driving licence is highly desirable but not essential.

Revision agreed 2003



Sheffield Hallam University

Facilities Directorate

Sustainability Co-ordinator

Salary: £14256 to £15812 per annum

Sheffield Hallam University has the vision to be a leading sustainable university. Responsibility for the sustainable operation of the University has been given to the Facilities Director. The Sustainability Co-ordinator will be based within the Facilities Directorate and will have a critical role to play in the development and promotion of those sustainable operations.

You will be educated to degree level within a relevant subject area or have an equivalent qualification/experience. In addition, you should be able to demonstrate a commitment to the aims of sustainability and have relevant experience. An ability to work with others is also essential and the post will require some work outside of normal office hours.

For an application form and further details, please contact:

FD Staffing and Information Section, Unit 8, Science Park, Sheffield Hallam University,
City Campus, Howard Street, Sheffield, S1 1WB. Tel: 0114 225 3083

University of St Andrews

Estates and Buildings Office
Environment Manager

Job Description

1. JOB DETAILS

TITLE: Environment Manager

DEPARTMENT: Estates & Buildings Office

ACCOUNTABLE TO: Director of Estates & Buildings Office

REPORTS TO: Director of Estates and Buildings Office

Key Tasks:

- Prepare Environmental management policies in accordance with the Estates Strategy including action plans
- Provide advise on the implication of Government policy regarding Environmental management and their likely financial impact
- Develop a Green Transport Plan for the university
- Supply training and information at regular intervals to the university community
- Assist with the development of Environmental Impact Assessments
- Providing advice to external consultants and in house teams regarding Environmental specifications for capital and revenue projects. E.g. BREEAM standards
- Conduct Environmental audits of the estate including the external and internal environment
- Represent the university on local and regional groups
- Act as Project Manager for environment related projects from inception to completion including consultation with statutory bodies
- Advise on best practice for waste management
- Data collection and providing management reports
- Work with external partners to develop “best practice” advisory guidance and to effectively communicate agreed policies to stakeholders
- Oversee the formulation and implementation of energy policies in accordance with the university’s Estates Strategy and good practice guidance
- Procure utilities contracts in accordance with the Financial Regulations
- Provide regular information to the university community to influence attitudes and practices to conserve energy
- Identify realistic energy conservation targets and monitor progress
- Provide energy conservation training to university staff
- Conduct energy audits of buildings and providing action reports
- Provide regular management reports
- Represent the university on local and regional energy groups
- Advise the university on Government policy including the budgetary impact(s) and provide action reports
- Provide advise to external consultants and in house staff on energy related specifications for capital and revenue projects
- Data collection and providing management reports
- Act as Project Manager for energy related projects from inception to completion including consultation with statutory bodies

Financial Management:

- Manage and monitor delegated budgets and assist with the preparation of future budget plans
- Ensure that expenditure against delegated budgets is in accordance with University Financial Regulations
- Provision of financial management reports to colleagues in the Estates and Buildings Office, Residential and Business Services and other Schools/ Units
- Deal with customers enquires regarding accounts

- Process energy accounts
- Develop systems to reduce supply chain costs
- Contribute to the annual provision of statistical returns for the Estates Management Statistics Initiative
- Conduct investment appraisals by using DCF and NPV or other recognised techniques
- Provide information to enable annual returns to SHEFC and other initiatives

Health and Safety at Work:

- Ensure, where appropriate, that the Estates and Buildings Office complies with it's statutory obligations
- Conduct risk assessments and safety surveys when necessary
- Assess training needs

IT Management:

- Contribute to the introduction and development of IT systems
- Contribute to the development of the Estates and Buildings Office Website
- Develop and maintain energy monitoring and targeting systems
- Contribute to the development of the Building Management System to ensure that optimal savings are being accrued
- Have working experience of Microsoft Office

Essential Skills, Qualifications and Attributes of the Environment Manager:

The Environment Manager must have a minimum of 3 years experience at a middle level in a relevant organisation and possess an HNC or equivalent in an appropriate discipline. Preferably, the post holder will be professionally qualified and have current membership in an appropriate body.

The post holder must be able to demonstrate that they have comprehensive experience of delivering the key tasks of the post over a period of 3 years with particular emphasis on influencing other stakeholders to engage the concepts of Environmental and energy management. In particular, the post holder must have experience of managing the design and implementation of Green Transport Plans and Environmental specifications for capital construction works

Project management skills (from inception to completion) with a proven track record in delivering projects on time, within budget, an emphasis on value for money and meeting the Clients expectations is desirable.

Experience of formulating appropriate policies and implementing them by engaging with other stakeholders to ensure successful outcomes is an essential attribute. Therefore, the post holder will possess excellent communication skills, as they will also be expected to lead training sessions for university staff.

A detailed knowledge of Government strategy and policy regarding the environment and a proven ability to interpret and inform senior management of their consequences together with comprehensive recommendations is a core task of the job.

The Environment Manager must be able to demonstrate a detailed track record of being an enthusiastic and effective team player with experience of leading and influencing internal and external resources to ensure successful outcomes. For example, persuading others of the merits of new methods of working to conserve energy. The post holder must be able to adequately prioritise their workload and work towards completing tasks within agreed timescales.

The Environment Manager will be committed to:

- Continuous improvement of service delivery to the university
- Change management
- Value for Money

- Continuous Professional Development
- Efficiency, Economy, Effectiveness and Excellence
- Performance Management
- Self-motivation
- Promoting good practice in energy conservation and Environmental management to the university community
- Education programmes
- Working within challenging timescales and budgets
- Being innovation and imaginative
- The promotion of teamwork within the Estates and Buildings Office
- Challenging conventional and traditional management values
- Effective communication with all stakeholders

Oxford Brookes University

Directorate/School	Directorate of Estates and Facilities Management
Title of Post	Environmental Co-ordinator
Grade of Post	PO (scp 32-35)
Post Number	14184
F/T or % P/T	Full Time
Principal Location of Work	Headington Hill/Gipsy Lane Campus
Immediate Line Manager	Deputy Director Estates & Facilities Management
Staff Managed	None
Qualifications Required for Post	Degree status
Experience Required for Post	Experience of working in a similar position in a large organisation. Good all round knowledge of Environmental issues, management systems and regulations.
Overall Purpose of Post	To act as the University's focal point for Environmental issues, co-ordinating and promoting Environmental policy within the University and outside, including assisting with monitoring compliance with legislation. To lead on the development and implementation of Environmental management systems.
<p>MAIN DUTIES</p> <ol style="list-style-type: none"> 1. To co-ordinate, raise awareness, promote and implement the University's Environmental Policy with Schools, Directorates, staff, students and external organisations, including arranging various events and Environmental initiatives. 2. To assist with the development of the University's Environmental and Transport Policies. 3. To lead on the development of formal Environmental Management Systems, liaising with Schools, Directorates and senior management. 4. To work with the University Safety Officer in the monitoring of University compliance with Environmental legislation, including, where necessary the development and implementation of remedial action plans. 	

**OXFORD
BROOKES
UNIVERSITY**

**Directorate of Estates and
Facilities Management**

Environmental Co-ordinator

Salary: £25,033 - £27,339

YOU WILL BE RESPONSIBLE FOR:

- promoting and implementing environmental policy throughout the University
- organising various environmental initiatives and projects
- taking the lead on the development of environmental management systems
- assisting with monitoring statutory compliance
- acting as the University's focal point for environmental issues

YOU SHOULD HAVE:

- a degree or equivalent
- experience of working in a similar role
- a good knowledge of environmental standards, regulations and best practice
- good organisational and communication skills

Closing date: 19 March 2003

Ref: 160/14184/KL

**Contact: Human Resources
Oxford Brookes University, Oxford OX33 1HX
Tel: 01865 484537 (answerphone) Minicom: 01865 485928**

Working for equal opportunities



www.brookes.ac.uk/vacancy

University of Sheffield

Estates Services Environmental Manager

The University of Sheffield is seeking to recruit an Environmental Manager to develop its Environmental policies and practices and to establish an Environmental Management System for the University.

The successful candidate will develop policies and practices for the University, including Environmental audits and risks, waste management and responsible procurement. They will advise on legislation, opportunities for funding and on the University's transport strategy. A key role will be to be awareness of Environmental issues amongst the University community and its stakeholders

The successful candidate will be a good Honours graduate in a relevant subject, have a minimum 5 years experience in a large organisation and posses excellent communication, IT and organisational skills. Membership to a professional body is desirable.

Estates Services Environmental Manager

1. The principles duties of the Environmental Manager are to devise and implement an Environmental Management Systems for the University which will include:
 - Development policies, procedures and guidelines for continual improvement in all areas of Environmental performance and sustainable development
 - Develop and implement a waste management strategy, including emissions to air and water
 - Coordinating the Energy Office staff with the aim of integrating energy policy into the Environmental strategy
 - Being aware of, and advising on the impacts of Environmental legislation for the University as a business
 - Conducting Environmental audits to monitor and risk assess Environmental performance, ensuring compliance with relevant legislation and striving for continuous improvement
 - Promoting Environmental issues throughout all the operations of the University by advising best practice techniques
 - Liasing with Procurement on developing a responsible purchasing policy to minimise waste generation and maximise recycling opportunities.
2. Review and promote the University Transport Strategy as an integral part of the Estates Strategy, liasing as appropriate with bodies such as the City Council, community groups and local transport executive.
3. Identify opportunities to fund Environmental projects from available EU, Government and other sources, to coordinate the preparation of submissions and to mange successful bids.
4. Strengthen links between University academic work on Environmental issues and its operation practices, through liasing with groups such as research strategy groups and teaching quality review group.
5. Make recommendations on the external environment and appearance of the University campus, to improve safety, access and its image to staff, students and University stakeholders.
6. Take a lead in representing and promoting the University on Environmental and sustainability issues amongst local stakeholders, local community organisations and other similar bodies.
7. Manage the Environmental Office staff, ensuring that objectives are cost effective, consistent with good practice and University policies, and that they are achieved.

8. Provide documents, information and other support for University committees on Environmental matters.

Person Specification

- Good honours graduate in an Environmental or other related subject
- Minimum of 5 years experience of Environmental management in a large organisation
- Excellent written and communication skills
- Ability to develop and present complex ideas clearly and effectively
- Ability to persuade, liase and interact effectively with all groups
- Skills and experience of managing a team of staff
- Good IT skills
- Member or working towards membership of a suitable body such as IEMA is preferred but not essential.

Stow College

PROJECT OFFICER
SUSTAINABLE DEVELOPMENT CO-ORDINATOR
(2 YEAR FIXED TERM)

ROLE: Co-ordinate the work of the project incorporating sustainable development into the curriculum.

RESPONSIBILITIES

- Sustainable Development
- Project Management
- Advisory/PR
- Liaison

SUSTAINABLE DEVELOPMENT

- To assist in the academic co-ordination in the area of sustainable development.
- To support the teaching departments to embed sustainable development themes into the curriculum.
- Co-ordinate the delivery of discreet unrelated programmes of study.

LIAISON

- Liaise with the Strathclyde European Partnership.
- Liaise with Heads of Department and other appropriate staff.

ADVISORY/PR

- Provide specialist advice and participate in the steering groups deliberations.
- Promote a culture of sustainable development throughout the college.

PROJECT MANAGEMENT

- Identify appropriate strands of sustainable development to be included in the project.
- Identify and apply appropriate measuring tools to the performance of the project.
- Establish timelines for the different strands of the project.
- Analyse and evaluate all strands of the project both qualitatively and quantitatively using sustainable development techniques.

OTHER DUTIES

- Undertake administrative duties as required.
- Attend meetings as required.

GENERAL

- Complies with the "Principles of Good Practice" contained within the Data Protection Act 1998: Copyright Act 1986: Health & Safety Legislation and Control of Substances Hazardous to Health (COSHH).
- Comply with the Health and Safety Legislation by fulfilling your safety responsibilities as outlined in the College's Health and Safety Policy and Procedures Manual.
- Carry out any other duties as required by the Quality Manager or other members of the Senior Management team.

CONDITIONS OF APPOINTMENT

The Conditions of Service of the post are those currently applicable to academic staff in the College.

University of Bradford

Environmental Manager

4 years fixed-term

Grade ALC 2- 3

Salary range: £21,125 - £33,679 per annum.

To plan and implement measures to deliver environmental improvement and financial savings within the University of Bradford. With a minimum of 3 years experience in a large organisation in a similar role, you will have a proven record of action planning and implementing measures to tight deadlines and budgets, in order to improve environmental performance in areas of energy, water and waste.

UNIVERSITY OF BRADFORD
Department of Estates and Facilities
ENVIRONMENTAL MANAGER
POST SPECIFICATION

	Essential	Desirable	How Identified/Verified
Qualifications	<ul style="list-style-type: none"> ▪ Degree, or other appropriate higher-level qualification, in a relevant background discipline 	<ul style="list-style-type: none"> ▪ Professional Qualifications ▪ IEMA accreditation 	<ul style="list-style-type: none"> ▪ Application Form/CV ▪ Sight of qualifications
Experience	<ul style="list-style-type: none"> ▪ Minimum 3 years experience in a large organisation, implementing environmental improvements in areas of energy, water or waste. ▪ Proven record of action planning and implementing measures to tight deadlines and budgets to improve environmental performance in areas of energy, water or waste. 	<ul style="list-style-type: none"> ▪ Public sector experience ▪ Ability to prepare business cases, capital expenditure plans, monitoring and targeting systems 	<ul style="list-style-type: none"> ▪ Application Form/CV ▪ Interview ▪ References
Skills and Knowledge	<ul style="list-style-type: none"> ▪ Ability to communicate clearly and effectively orally and in written form to senior management and varied target audiences on plans and target. ▪ High standards of Word processing, graphics, report presentation and multi media presentations. ▪ Ability to handle and co-ordinate a wide range of monitoring data and use this to produce clear and targeted action plans. ▪ Ability to offer leadership for a programme of action to delivery of clear results. ▪ Ability to liaise with academic staff and co-ordinate with cross-functional Environmental Strategy Group. ▪ Awareness of key environmental issues, or evidence of capacity to learn. 	<ul style="list-style-type: none"> ▪ Ability to engage with a range of stakeholders to formulate and communicate longer term plans. ▪ Familiarity with computer spreadsheets and various packages for handling data. ▪ Ability to develop team based approach to longer-term environmental management activities within the University. ▪ Knowledge of environmental legislation. 	<ul style="list-style-type: none"> ▪ Application Form/CV ▪ Interview ▪ References
Personal Qualities	<ul style="list-style-type: none"> ▪ Demonstrable commitment to equal opportunities. ▪ Committed to continuing personal/professional development. ▪ Personal commitment to environmental responsibility and sustainability. ▪ Flexible approach to working ▪ Good team worker 		<ul style="list-style-type: none"> ▪ Interview ▪ References

Appendix Three – Business Case – Total costing for Appointment

This table is included for indicative purposes only. The starting salary was set to match that of the average salary reported by Environmental Managers of the EAUC membership. Further details of the Sirius Staff costing tool can be seen at www.siriusweb.leeds.ac.uk.

Institution	~	Increment Date	01/08/2005
Staff category		Promotion date	N/A
Other Related (AR, pre 1992)		New scale	N/A
Salary scale	Other Related	New point	N/A
	2		
Spinal point:	UAP Point 11	New salary	N/A
Salary	£25,451.00	Calculation method	
London allowance	£0.00	Standard (include increments / inflation)	
FTE	100%	Use discretionary points	No,
Additional allowances	£0.00	Financial year end	July
Pension	USS	Cost percentage	100%
		Pay award date	01-Aug
Start Date	01/08/2004	Pay awards	
End Date	31/07/2008	Aug/2003: 3.5% , Aug/2004: 4.1% , Aug/2005: 3.5%	

Financial year	Salary Cost	Pension Cost	NI Cost	Total
Aug 2004 To Jul 2005	£27,422	£3,839	£2,099	£33,360
Aug 2005 To Jul 2006	£29,295	£4,101	£2,273	£35,669
Aug 2006 To Jul 2007	£31,554	£4,418	£2,505	£38,476
Aug 2007 To Jul 2008	£32,658	£4,572	£2,646	£39,877
				<u>Total cost: £147,382</u>