

Environmental & Sustainability Manager



Introduction

This job description and person specification is for the role of Environmental and Sustainability Manager at Aberdeen College from April 2010.

JOB DESCRIPTION

JOB TITLE:	Environmental and Sustainability Manager
LOCATION:	Gallowgate Centre
LINE MANAGER:	Director of Resources for Learning
APPRAISER:	Director of Resources for Learning

Mission Statement:

"To deliver, in partnership with other providers, a high quality education and training service, appropriate to the lifelong learning needs and aspirations of its clients, in a diverse range of settings".

College Ethos:

"The College ethos seeks to help establish a context for enlightened and effective management, and to help build an appropriate working and learning environment for the College community.

It seeks to ensure that students are treated as mature individuals and are allocated as much responsibility as is possible and practicable, including an active role in decisions which affect them.

In addition to being provided with the best possible learning experiences, students are to be given every opportunity to develop personal and social skills and, generally, to derive the maximum benefits from their College experience."



Environmental & Sustainability Manager



Key Objectives:

1. To advise the Senior Management Team of the College on the promotion of best practice in the College's activities in relation to environmental management ensuring compliance with legislative and statutory requirements.
2. To prepare, and support managers to implement, an Environmental Management System.

Main Tasks:

- (a) Contributing to the development and co-ordination of cross-College Environmental Sustainability Awareness Campaigns such as energy reduction, waste reduction/recycling schemes, sustainable procurement and Green Travel Plan.
- (b) Liaising with contractors and other external agencies to identify opportunities for promoting sustainability in a mutually beneficial way.
- (c) Assisting with the monitoring of consumption of fuel, water and waste production within the College and setting targets for consumption in conjunction with the Facilities Management team.
- (d) Contributing to the development and maintenance of policies, procedures and systems in relation to environmental and sustainability issues.
- (e) Developing and providing training and advice to College staff and, where appropriate, students in relation to environmental and sustainability issues.
- (f) Assisting and providing advice to design teams and contractors and developing standards for sustainable practices in relation to new build construction and refurbishment works.
- (g) Liaising with the Purchasing Manager to ensure improved environmental purchasing.
- (h) Assisting the Safety, Health and Environmental Manager in monitoring compliance with current and new legislation as required.
- (i) Reviewing teaching materials to ensure currency of appropriate sustainability elements which are integrated into the curriculum as part of audit process.
- (j) Undertaking environmental sustainability audits and producing reports on environmental performance as required.
- (k) Performing other duties as directed by the Associate Principal commensurate with the level of post.



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In carrying out the responsibilities of the post it is expected that the postholder will do so in accordance with the College Ethos and Equal Opportunities Policy.

This list of duties is not intended to be exhaustive but simply highlights a number of the major tasks of the post. The postholder may be required to undertake additional duties which might reasonably be expected of him/her and which form part of the function of the post

PERSON SPECIFICATION

JOB TITLE: Environmental and Sustainability Manager

KNOWLEDGE/SKILLS

1. Good written and verbal communication skills.
2. Good organisational skills.
3. Good presentation skills.
4. Working knowledge of legislation and good practice in relation to waste management, energy management, sustainable procurement, green travel initiatives etc.
5. Computer literate together with knowledge of range of Microsoft Office Packages.

EXPERIENCE/QUALIFICATIONS

1. Degree or equivalent level in Environmental Management or other related subject.
2. *NEBOSH Specialist Diploma in Environmental Management (or equivalent).
3. Minimum of 2 – 3 years' experience as an environmental practitioner.
4. *Experience of delivering training.
5. *ECDL (European Computer Driving Licence).

PERSONAL QUALITIES

1. Innovative and forward thinking.
2. Ability to work independently and as part of a team.
3. Ability to work under pressure.

WORK REQUIREMENTS

1. Commitment to College ethos and equal opportunities.
2. Evidence of commitment to continuing professional development.
3. Valid driving licence, willingness to use own vehicle when necessary.
4. Willingness to work flexibly to meet the demands of the job.

Desirable

April 2010



Leadership and
Service for
Sustainability

Partnership and
Independence

Commitment
and Creativity

Listening,
Understanding
and Learning