

Environmental & Sustainability Manager



Introduction

This job description is for an Environmental and Sustainability Manager based at Cambridge Regional College from October 2010.

JOB DESCRIPTION

Job Title: Environmental and Sustainability Manager
Directorate: Learning and Achievement
Centre: Pre 16, Resources and Sustainable Development
Reporting To: Head of Pre 16, Resources and Sustainable Development

The primary purpose of this job role is to:

Manage the introduction and implementation of an Environmental Management System to ISO14001 and promote and encourage sustainable development in all aspects of college life.

The primary duties, tasks and responsibilities of this job role are to:

1. Manage the implementation of an Environmental Management System

- Manage the external consultants contracted to support the implementation of an Environmental Management System to ISO14001.
- Be the main point of contact within the college for the external EMS consultants
- Manage the Environmental Aspects Register and update annually to reflect any changes in college activities
- Manage the external audit for ISO14001 certification
- Train and support the college's Environmental Champions

2. Improve College Environmental Performance

- Develop strategy, policies, procedures and guidelines to enable the college to achieve continual improvement in environmental performance.

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- Implement the college's Environmental and Sustainability Policy
- Lead the College Environmental Management Implementation Team and ensure they deliver the College's Environmental Policy, and continual environmental improvement.
- Prepare a termly review of Environmental Performance and progress towards KPIs including making recommendations for remedial action if required.
- Produce an annual college environmental report for SMT/Governing body.

3. Sustainable Development Curriculum Leadership

- Lead the environmental awareness training of staff
- Act as Course Director for all Sustainable Development related courses
- Embed sustainability within the curriculum across the college with particular attention to OfSTED criteria and guidance
- Provide curriculum leadership and guidance for TLOT Observers
- Liaise with internal marketing colleagues and identify external marketing streams, to effectively promote the developing curriculum provision of the Centre
- Undertake a regular training delivery commitment relating to environmental sustainability subjects appropriate to own expertise agreed in liaison with line manager.
- Maintain and develop own expertise at the leading edge of this rapidly developing subject area

4. Liaison and advice to internal and external contacts

- Promote environmental best practice within the College and partner organisations
- Provide technical support to the estates and facilities department on building projects, modifications, waste, energy and transport management that have an environmental impact.
- Act as the central point of contact within the college on environmental and sustainability issues
- Contribute to the establishment and maintenance of a network of suppliers, manufacturers, employers and stakeholders to optimise sponsorship opportunities and income generation streams
- Represent the college with local and national environmental bodies

The above list is not exhaustive and will need to be regularly reviewed and adapted to mirror this rapidly developing subject area

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Special conditions or working arrangements applicable to this role are:

This post is defined as being within a regulated environment and therefore the postholder is required to hold an enhanced CRB disclosure check deemed acceptable to the College and to be re-checked every 4 years.

The College is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment.

Please note that this job description is current as at the date shown above. In consultation with you, it is liable to change to reflect changes in the job.

Terms and Conditions	Details 0.6 Post
Salary Scale	APT&C PO5
Salary: (to be pro rated if part-time)	£33,586 - £34,086
Superannuation Scheme	LGPS
Number of hours to be worked per week	0.6 FTE (37hrs pro rata : 22.2)
Full year or term time only contract	Full year
Contract type	APT&C Full year.
Annual Leave Entitlement	AP&T conditions

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EMPLOYEE PROFILE

Post: Environmental and Sustainability Manager

ATTRIBUTES	ESSENTIAL ATTRIBUTES CANDIDATES MUST HAVE ON ENTERING THE ROLE	ADDITIONAL KEY ATTRIBUTES ALREADY HELD OR TO BE DEVELOPED TO PERFORM THE ROLE	ASSESSMENT METHOD e.g., application form, interview, tests
Qualifications	A level 4 or above, relevant Environmental qualification	Membership of or working towards membership of a suitable professional body such as Soc Env or IEMA or NEBOSH.	Application form
Related Experience	Experience of implementing an EMS within an organisation Evidence of Continuing Professional Development Evidence of using QA procedures		Application form and interview
Special Circumstances	An active interest, commitment and enthusiasm in the sustainability and environmental agenda.	Ongoing development of expertise within the environmental management and sustainable development agenda.	
Knowledge, skills and abilities	Working knowledge of the ISO 14001 Standard Working knowledge of current environmental legislation Ability to use and analyse environmental information Ability to develop and		



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	<p>present complicated environmental plans and issues to non experts in the subject.</p> <p>Excellent inter-personal and communication skills</p> <p>Ability to prioritise, meet deadlines and work under pressure</p> <p>Able to achieve results through negotiation</p> <p>Ability to generate interest in the subject and to successfully promote ideas to all groups within the College.</p> <p>Ability to work independently with minimum supervision.</p> <p>Ability to think quickly and with good judgement.</p> <p>Effective time management.</p> <p>Efficient and accurate IT skills.</p> <p>Continually develop own expertise.</p> <p>Excellent administrative /organisational skills</p> <p>Must be willing to undertake further training and development as required appropriate to the needs of the post</p>		
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<p>Disposition and approach</p>	<p>To promote environmental improvement and protection</p> <p>Be prepared to work flexibly in respect of the requirements of the post</p> <p>Ability to cultivate good working relationships with colleagues</p> <p>Commitment to equality & diversity</p> <p>Flexible in the management of change.</p> <p>Tact and diplomacy.</p> <p>Confidential.</p> <p>Flexible and reliable.</p> <p>Able to remain calm in busy periods and without supervision.</p> <p>Deal with difficult people/situations.</p> <p>Effective team player</p> <p>Positive approach and to look for constructive solutions.</p> <p>Persuasive.</p> <p>Flexible working day to meet pressures of work output.</p>	<p>Leadership and Service for Sustainability</p> <p>Partnership and Independence</p> <p>Commitment and Creativity</p>	<p>Interview</p>
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Listening,
Understanding
and Learning



Leadership and
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