

# UAS

University Administration and Services



## ESTATES SERVICES

### Job description and selection criteria

<b>Job title</b>	<b>Environmental Sustainability Projects Manager</b>
<b>Division</b>	<b>UAS</b>
<b>Department</b>	<b>Estates Services</b>
<b>Location</b>	<b>The Malthouse</b>
<b>Grade and salary</b>	<b>£29,541 - £36,298 p.a.</b>
<b>Hours</b>	<b>Full Time (37.5)</b>
<b>Contract type</b>	<b>Permanent</b>
<b>Reporting to</b>	<b>Head of Environmental Sustainability</b>
<b>Vacancy reference</b>	<b>108222</b>
<b>Additional information</b>	

## Introduction

### The University

The University of Oxford is a complex and stimulating organisation, which enjoys an international reputation as a world-class centre of excellence in research and teaching. It employs over 10,000 staff and has a student population of over 21,000.

Most staff are directly appointed and managed by one of the University's 130 departments or other units within a highly devolved operational structure - this includes 5,900 'academic-related' staff (postgraduate research, computing, senior library, and administrative staff) and 2,820 'support' staff (including clerical, library, technical, and manual staff). There are also over 1,600 academic staff (professors, readers, lecturers), whose appointments are in the main overseen by a combination of broader divisional and local faculty board/departmental structures. Academics are generally all also employed by one of the 38 constituent colleges of the University as well as by the central University itself.

Our annual income in 2011/12 was £1016.1m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £409m p.a., and more than 70 spin-off companies have been created.

For more information please visit [www.ox.ac.uk](http://www.ox.ac.uk)

### UAS Division

University Administration and Services (UAS) is the collective term for the central administrative departments of the University. UAS comprises structures to:

- support the University's core academic purposes of teaching, learning and research;
- ensure the University can meet the requirements of government, funding bodies and other external agencies; and
- facilitate the attainment of the objectives set out in the University's Strategic Plan.

The offices of the UAS sections are spread across the city centre, with the main University Offices located in Wellington Square.

For more information please visit: <http://www.admin.ox.ac.uk/>

### Estates Services

Estates Services is responsible for the management and strategic direction of Oxford University's functional and commercial estate within Oxfordshire. This comprises some 450 buildings and the infrastructure associated with them.

Estates Services was created on 1 October 2012 with the merger of the Estates Directorate and the Land Agent's Office, bringing together for the first time all the University's estates, property and asset activities into one organisation. The Graduate Accommodation Office, The University Parks and Wytham Woods are now part of a new Asset and Space Management team and Estates Services has a broad and diverse remit covering:

- Development of the University's Estate Strategy
- Management of the University's functional estate (which includes laboratory and teaching facilities, offices, museums, and libraries) and housing for graduate students and staff;
- Facilities Management for a growing number of University buildings
- Management of the University Parks and Wytham Woods
- Management of the University's commercial, agricultural and residential land and property assets
- The development of all capital building projects, running at around £60m - £90m per annum
- Repairs and maintenance of buildings and infrastructure (except IT and Telecoms)
- Programmes of refurbishment, replacement and minor works
- Reactive maintenance via the Helpdesk
- Environmental sustainability
- Space management and maintenance of space and property records
- Maintenance of a safe and secure physical environment for staff, students and visitors by Security Services.

For more information please visit: <http://www.admin.ox.ac.uk/estates>

## **Job description**

### **General**

The Environmental Sustainability Projects Manager is a key role within University Estates Services reporting directly to the Head of Environmental Sustainability and working closely with the other functional areas within Estates Services, particularly Facilities Management and the Communications Team.

### **Job Purpose**

The Environmental Sustainability Projects Manager is responsible for implementing the University's Environmental Sustainability Policy through an environmental management system and by engaging staff and students through a behaviour change programme. The role will involve working with operational staff to ensure initiatives are coherent with operational delivery and deliverable in practical terms.

This is in the main a very outward facing role and as such the post holder will need to make a lot of independent decisions about communications; what would and would not be suitable for a wide university audience or for a more specific one. The role holder will also need to translate environmental legislation and local authority requirements into the University setting, make decisions on the best way to distribute information and make judgements as to whether training might be required. The role holder will need to be able to describe different activities that happen at the University to auditors so their environmental impacts can be explored. They will need to know when they have the authority to act alone or when to get other people involved and identify the right contacts. This will include all areas and departments of the University and staff at all level and will be dictated by the roll out of the environmental management system.

## **Main Duties and Responsibilities**

### **Co-ordinate University Environmental Management System**

- Manage the implementation of the University Environmental Management System
- Provide advice, co-ordination and central management for departments adopting the University's Environmental Management System
- Ensure compliance with current legislation in the transportation, handling and disposal of waste
- Maintain an accurate record of the University's Environmental Management System(s) and act as point of contact for external auditors
- Provide advice on the introduction of measures aimed at reducing waste and ensuring resource efficiency working closely with Facilities Management
- Working with the Head of Environmental Sustainability to develop objectives and targets for significant environmental aspects of the University

### **Manage sustainability reporting on behalf of the team**

- Compile the University's annual environmental sustainability report and develop metrics by which sustainability performance of the University can be measured
- Co-ordinate submissions to HEFCE, the Green League and ISCN as necessary with input from the sustainability team and other members of staff where appropriate

### **Manage the staff and student outreach and communications programme**

- In conjunction with the Communications Lead (and team) develop and manage an environmental sustainability rolling 3 year communication strategy and programme, covering existing communication channels and making recommendations for new channels
- Line management of a project assistant, working on a behaviour change programme with departments, setting objectives and targets; reviewing work undertaken and carrying out PDRs etc.
- Compile and edit publications about environmental sustainability initiatives and issues at the University to be disseminated through existing channels
- Lead the Eco Reps Network, managing its development and ongoing success. The eco-reps network is currently a list of people who have agreed to distribute information about environmental issues at the University. The network needs planning and structure to make it more formal and effective. This will require giving the network much more exposure through existing University communications channels but also recruiting to the network and coming up with plans for eco reps to work to, all tasks to be carried out by the role holder. Develop a system to identify environmental opportunities in particular areas and work with eco reps to make them happen. Promote the eco reps network scheme to make it more effective and case studies

- Co-ordinate required content changes for the Environmental Sustainability section of the Estates Services website and brief these to the Web Administrator (in line with the content management protocol)

### **Strategy and Policy Development**

- Work with the Head of Environmental Sustainability, internal stakeholder group and external consultants to develop a rolling 5 year Biodiversity strategy for the University
- Work with the University purchasing department on the setting of a rolling 5 year sustainable purchasing strategy
- Manage the University Environmental Sustainability Policy review

### **Governance**

- Act as Secretary to the Environment Panel
- Assist the Head of Environmental Sustainability in the preparation of papers as required for BESC, SSG and other University committees requesting input from the Environmental Sustainability team
- Provide sustainability advice to the Head of Environmental Sustainability and colleagues within Estates Services and the wider collegiate University as required

### **Training**

- Plan, prepare and run a variety of training courses, workshops and briefing sessions to a diverse range of audiences across the University.

Other duties as directed by the Head of Environmental Sustainability to meet the demands of the service.

## **Selection criteria**

### **1.0 Educational Qualifications:**

**Essential:** A good first degree, postgraduate qualification or equivalent in environmental science, sustainability or related topic

**Desirable:** Membership of an appropriate professional body

### **2.0 Work related experience:**

**Essential:** Experience of working with environmental management systems

Direct experience in the management of sustainability engagement programmes

Experience of producing written information for reporting and awareness raising purposes

Experience of leading partnership working with internal and external stakeholders to reach an agreed objective

**Desirable:** Previous experience of sustainability issues in a Higher Education context

Business case development experience

Prior experience of implementing an Environmental Management System in a complex organisation and auditing an EMS system

Line management experience

### **3.0 Personal qualities:**

**Essential:** Innovative and proactive

Approachable and personable

Influencing skills

### **4.0 Skills and Knowledge:**

**Essential:** Project management experience

Good understanding of current and impending environmental legislation and global sustainability trends

Effective oral and written communication skills

Knowledge and experience of behaviour change techniques

Excellent presentation skills using a variety of media

Team worker with the ability to work independently

Good motivational skills

IT fluent

**Desirable:** Effective networker

A formal project management qualification

Detailed knowledge of change management for sustainable development

## Working at the University of Oxford

For further information about working at Oxford, please see:

[http://www.ox.ac.uk/about\\_the\\_university/jobs/professionalandmanagement/](http://www.ox.ac.uk/about_the_university/jobs/professionalandmanagement/)

### How to apply

If you consider that you meet the selection criteria, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a user. You will then be required to complete a number of screens with your application details, relating to your skills and experience. When prompted, please provide details of two referees and indicate whether we can contact them at this stage. You will also be required to upload a CV and supporting statement. The supporting statement should describe what you have been doing over at least the last 10 years. This may have been employment, education, or you may have taken time away from these activities in order to raise a family, care for a dependant, or travel for example. Your application will be judged solely on the basis of how you demonstrate that that you meet the selection criteria outlined above and we are happy to consider evidence of transferable skills or experience which you may have gained outside the context of paid employment or education.

Please save all uploaded documents to show your name and the document type.

All applications must be received by **midday** on the closing date stated in the online advertisement.

#### Information for Priority Candidates

*A priority candidate is a University employee who is seeking redeployment owing to the fact that he or she has been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments and this letter **must** be attached to any application they submit.*

**The priority application date for this post is 5/07/13**

**Full details of the priority application process are available at:**

<http://www.admin.ox.ac.uk/personnel/end/red/redproc/prioritycandidate>

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk)

To return to the online application at any stage, please click on the following link [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk)

Please note that you will be notified of the progress of your application by automatic e-mails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all e-mails.