

Job Description

Post title: Environmental Assistant	Post No: R0683
Organisation Unit: Estates and Resources	Date compiled: Nov 2007
Grade: E	Hours per week: 37 Weeks per year: 52
If fixed term, state duration: 12 months	
Immediate line manager: Environmental Manager, Estates and Resources	
Designation and grade of any staff supervised by the postholder: N/a	
Job purpose:	
<p>To assist in the management and implementation of the University's sustainability strategy, environmental policy and procedures. To communicate, liaise and share information and good practice to NTU's Eco Champions. Particular emphasis on environmental initiatives and cost reductions, including energy efficiency and the reduction of the carbon footprint. To explore opportunities for implementing sustainability in procurement.</p>	
Principal duties and responsibilities:	
<ul style="list-style-type: none"> • To assist with implementation of the University's environmental policy, recycling policy and sustainability agenda relating to purchasing and estates policies. • To help to identify and develop energy efficiency opportunities and work with colleagues to achieve them, including the Carbon Trust and Eco campus projects. • To deliver presentations, arrange workshops and awareness campaigns to promote environmental issues to both staff and students, leading training sessions and meetings where appropriate. • To liaise with marketing, internal communication groups, Eco Champions and Eco Warriors to share information and promote good practice and awareness of available services and procedures. • To assist with the University's implementation of the Eco Campus environmental management programme. • To assist with implementing and monitoring the University's waste management strategy, including the waste management policy, a programme of recycling initiatives, working with University staff, students and the primary waste management contractor to reduce general waste volumes, providing advice and guidance to University Departments on waste management issues. • To assist with the University's sustainable procurement programme, including the implementation of the sustainable purchasing strategy, advising Purchasing and Estates colleagues, and to promote sustainable purchasing and recycling initiatives to other user departments. • To assist with the production of management reports for Director of Estates and Resources and Head of Purchasing on waste management volumes, recycling initiatives 	

and sustainable purchasing.

- To assist in establishing and maintaining purchasing, environmental and energy related computer systems and databases.
- To participate in North East Universities Purchasing Group (NEUPG) sustainability initiatives, where appropriate, including representing the University and NEUPG Sustainability Group meetings.

Special requirements:

A little travel will be involved e.g. meetings at other Universities

All staff are expected to comply with the University's Health and Safety and Equal Opportunities policies in the performance of their duties.

N.B. The postholder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.

Job description drawn up by	Dianne Handley	Date 15.11.07
Approved for department by	Dianne Handley	Date 15.11.07