



JOB DESCRIPTION

Job Title:	Sustainability Manager
Grade:	F
School/Service:	Facilities Services
Campus:	Docklands and Stratford
Responsible to:	Campus Manager
Liaison with:	Director of Facilities Services, other Facilities Services colleagues, Schools, Services etc, external contractors and consultants.

JOB PURPOSE:

This role has responsibilities for the management and delivery of environmental sustainability related output. This includes advice to the Board of Governors, VCG and senior management on all matters relating to environmental sustainability and legislative compliance in this area.

The post holder will act as sustainability champion, leading the University's drive to improve its environmental performance across all its activities, driving cultural and behavioral change throughout the organisation. This will involve developing and implementing policies and management systems and coordinating environmental sustainability activities across the University.

MAIN DUTIES AND RESPONSIBILITIES:

1. Manage both permanent and intern staff within the Sustainability Team, and to actively co-ordinate sustainability champions and relevant staff/students across the University and the Students' Union to achieve UEL's sustainability objectives.
2. Development of policy and strategy for environmental sustainability including preparation and maintenance of all necessary documentation. Advise VCG and senior management on compliance with legislation and regulation within this area, and manage compliance as appropriate.
3. To review existing University and sector policies, procedures and guidance and identify opportunities to improve the University's environmental performance, including the areas of energy, biodiversity, procurement, waste management, transport and construction/refurbishment.
4. Implement the development, management and maintenance of

appropriate environmental monitoring systems, surveys and audit processes and their incorporation into existing systems and procedures and records. This includes; HEFCE returns, the development and management of an accredited environmental management system (EMS) e.g. ISO 14001 and a Carbon Management Plan (CMP).

5. Project manage a variety of initiatives from inception to completion. Agree briefs with stakeholders, prepare programmes and budgets. This will include identification of critical decisions, monitoring progress against programme and budget, and reporting to senior management.
6. Engage and liaise with staff, students and other and other organisations (internal and external) to support the practical adoption and implementation of sustainability initiatives on campus. Also to represent the University at a local, regional and national scale.
7. Manage utilities including; procurement of supply contracts, budget, monitoring, reporting, and implementation of energy efficiency measures. Develop a good knowledge of the existing estate; its buildings, plant and other equipment, patterns of usage and running costs.
8. Manage the environmental budget, including efficient allocation of resources, monitoring and reporting.
9. Influence other members of Facilities Services to ensure environmental sustainability is embedded within all activities e.g. capital projects.
10. Develop the sustainability skills and knowledge of students through appropriate channels e.g. by organising curricular and voluntary activities.
11. Manage internal and external press and promotional activities relating to environmental sustainability, including management of the Green Thing website.
12. Undertake such other duties at a comparable level of responsibility that may be allocated by the Director of Facilities Services.
13. To work in accordance with the University's equality and diversity policies.

PERSON SPECIFICATION

EDUCATION QUALIFICATIONS AND ACHIEVEMENTS:

Essential criteria

Educated to degree level. (A/I)

Desirable criteria

Certificates of training in current Health and Safety, Disability Discrimination, Fire legislation and issues. (A/I)

Professional qualification in one or more of the following trades: electrical, mechanical, public health engineering. (A/I)

KNOWLEDGE AND EXPERIENCE:

Essential criteria

Experience of energy management and good working knowledge of building services systems. (A/I)

Experience of financial management within a large organisation. (A/I)

Knowledge of current energy, sustainability and related legislation, industry best practice and associated issues. (A/I)

Experience of working in a complex organisation with multiple internal and external stakeholders, and manage teams of internal parties, external consultants and contractors and project teams. (A/I)

Good IT skills with the ability to use Microsoft Office software packages. (A)

Desirable criteria

Experience of developing and implementing energy and sustainability policies for large organisations / existing estates. (A/I)

Experience of working in the Higher Education Sector (A/I)

PLANNING & ORGANISING

Experience of planning, prioritising and organising the work of yourself and others (within own area) on a daily, weekly or monthly basis, whilst ensuring the effective use of resources (A/I)

COMMUNICATION

Ability to adjust content of information that needs careful explanation or interpretation to suit the needs of different audiences working across all areas of the University estate. (A/I)

PASTORIAL CARE

Ability to deal with issues / problems in a friendly and open manner. (A/I)

OTHER ESSENTIAL CRITERIA

Commitment to and understanding of equality and diversity issues within a diverse and multicultural environment. (I)

Criteria tested by Key:

A = Application form

C = Certification

I = Interview