



**University of Brighton**

## **JOB DESCRIPTION**

**Job title:** Head of Sustainability

**Reports to:** Deputy Director of Estates & Facilities Management

**Department:** Estate and Facilities Management

**Location:** Exion 27 Building

**Grade:** 8

### **Purpose of the role**

The Head of Sustainability will lead the sustainability team and ensure the university achieves its strategic goals and objectives. The post holder will lead the development and delivery of the sustainability strategy and report at a senior level on its progress. They will also influence decision making in the estate and facilities management team. In partnership with senior stakeholders, they will also lead behavioural change in the areas of energy, sustainability and environmental management.

Sustainability is one of the University of Brighton's four core values (as outlined in the University Strategy 2016-2021), along with inclusivity, creativity and partnership.

The Sustainability Team, part of Estate and Facilities Management (E&FM) leads the delivery of the University of Brighton's sustainability: strategy, objectives and projects. This includes engaging with students and staff in all matters of sustainability.

### **Line management responsibility for:**

Energy & Carbon Manager, Sustainability & Travel Manager, Environmental & EMS Officer, Energy & Sustainability Analyst.

### **Main areas of responsibility:**

The role's main areas of responsibility are to:

- Develop and implement the University's 'Net Zero' strategy and pathway and lead the delivery of the sustainability plan. Ensuring key milestones and objectives are achieved, reporting on progress to senior stakeholders.
- Engaging with a wide range of stakeholders to develop a strategy to help reduce energy and carbon use across the university estate.

- Implement sustainable construction and refurbishment principles that reduces carbon and incorporates environmental best practices.
- To provide guidance to estate and facility colleagues during the development of investment programmes. Raising awareness and influencing decision making to ensure the university achieves its long-term sustainability targets.
- Ensuring the University of Brighton maintains compliance with all environmental, energy and sustainability legislation.
- Partner with Marketing and Communications to enhance our internal and external communication of the university's progress on sustainability goals and targets.
- Establish and lead the University of Brighton's sustainability leadership and governance group.
- Leading the programme for cultural behaviour change; partner with internal stakeholders including, Marketing & Communications, Procurement, HR and the Green Growth Platform to ensure university sustainability values and commitments are embedded and achieved.
- Identify funding and grant solutions and opportunities for sustainability and carbon reduction projects.
- Develop partnerships and relationships and across the HE sector and specialist groups to grow the profile of the University of Brighton's sustainability agenda.

### **General responsibilities**

These are standard to all University of Brighton job descriptions.

- To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
- To adhere to the University's Equality and Diversity Policy in all activities, and to actively promote equality of opportunity wherever possible.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
- To work in accordance with the General Data Protection Regulations.

## PERSON SPECIFICATION

The person specification focuses on the knowledge, qualifications, experience and skills (both general and technical) required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form (A), at interview (I) and in some instances through an exercise (E).

Essential criteria		A, I, E
<b>Knowledge / Skills</b>	<ul style="list-style-type: none"> <li>Planning and project management skills and the ability to set achievable targets and milestones.</li> </ul>	A, I
	<ul style="list-style-type: none"> <li>Knowledge of funding mechanisms that support sustainability initiatives.</li> </ul>	A, I
	<ul style="list-style-type: none"> <li>Up to date knowledge and understanding of: government strategy, and legislation &amp; best practice in areas of sustainability, energy and environmental management.</li> </ul>	A, I
	<ul style="list-style-type: none"> <li>Committed about sustainability issues and able to engage, inspire and persuade a wide range of stakeholders (e.g. colleagues, senior managers, students, etc.) and build up strong relationships and networks.</li> </ul>	A, I
	<ul style="list-style-type: none"> <li>Able to plan and prioritise to ensure goals, objectives and strategies are met.</li> </ul>	I
	<ul style="list-style-type: none"> <li>Approachable and personable with a customer focused approach.</li> </ul>	A, I
	<ul style="list-style-type: none"> <li>Written communication skills to be able to produce clear, concise, engaging and accurate oral and written communications.</li> </ul>	A
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A degree in a relevant discipline, environmental management or environmental science, or significant experience in sustainability issues.</li> </ul>	A
	<ul style="list-style-type: none"> <li>Evidence of relevant ongoing CPD training (with particular focus on sustainability and environmental management).</li> </ul>	A
	<ul style="list-style-type: none"> <li>Membership of an appropriate professional institution</li> </ul>	A
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous experience of developing and implementing a sustainability strategy.</li> </ul>	A, I
	<ul style="list-style-type: none"> <li>Proven experience in leading and managing teams.</li> </ul>	A, I
	<ul style="list-style-type: none"> <li>Experience in working in a complex organisation and successfully promoting and enhancing the profile of the sustainability energy, and environmental team</li> </ul>	A, I
	<ul style="list-style-type: none"> <li>Proven track record in writing policy and guidance documents</li> </ul>	A
	<ul style="list-style-type: none"> <li>Proven experience in driving successful organisational culture / behavioural change in a large organisation with many different stakeholder groups.</li> </ul>	A, I
	<ul style="list-style-type: none"> <li>Proven track record in communicating complex information using the most appropriate communication channels and media.</li> </ul>	A, I
<b>Managing people</b>	<ul style="list-style-type: none"> <li>The role will require an ability to manage staff effectively, including to conduct appraisals, train and induct new members of</li> </ul>	A, I

	<p>their team, together with an ability to motivate others and act as a role model.</p> <ul style="list-style-type: none"> <li>Proven people and change management skills to ensure a successful transition of new working methods/practices.</li> </ul>	A, I
<b>Technical/work based skills</b>	Proficient computer skills, including the ability to provide reports, carry out complex and accurate data analysis, produce presentation material & copy for communication channels, etc.	A, I, E
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>The role may require frequent travel to other university sites.</li> </ul>	A
<b>Desirable</b>	<ul style="list-style-type: none"> <li>Experience in successfully preparing bids and securing funding.</li> </ul>	A, I

## ADDITIONAL INFORMATION

- Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
- This is a permanent full-time post.
- Annual leave entitlements are shown in the table below and increase after 5 years' service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

Grades	Basic entitlement per year	Grades	After 5 years' service
1-3	23 days	1-3	28 days
4-7	25 days	4-7	30 days
8-9	27 days	8-9	30 days

- More information about sustainability at the University can be found [here](#)
- Read the University's [2016 - 2021 Strategy](#)
- The University has an attractive range of benefits and you can find more information about them on our [website](#)

Date: September 2020