



**University of Brighton**

## **JOB DESCRIPTION**

**Job title:** Environmental and EMS Officer

**Post number:** ESXXXX

**Reports to:** Sustainability and Travel Manager

**Department:** Estate and Facilities Management

**Location:** Exion 27 Building

**Grade:** 6

### **Purpose of the role**

The Environmental and EMS Officer plays a vital role in the Sustainability Team, managing the development and implementation of the university's Environmental Management System (EMS), waste management policy and waste practices, and ensuring compliance with legal and other requirements. The University is working towards achieving EcoCampus Platinum / ISO14001, and a 75% recycling target. 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. 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.

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

The primary focus for the Environmental and EMS Officer will be to implement, manage and develop the university's Environmental Management System (EMS) and Waste Management Policy across all sites. The role's main areas of responsibility are therefore to:

- Manage development and implementation of the Environmental Management System across all university sites, liaising with relevant parties within E&FM and across the wider university community to ensure a systematic and coordinated approach is adopted, and provide specialist environmental and technical advice and recommendations as necessary to ensure the successful implementation of the system.
- In conjunction with colleagues in the Sustainability Team and across the university, develop, implement and maintain EMS compliant systems, procedures and processes for the following activities (list not exhaustive): Waste Management,

Energy & Carbon Management, Hazardous Substance Control, Management of F Gases, Management of Emissions and Discharges, Grounds Maintenance, Contractor Control, Transport Management, Construction & Refurbishment.

- Provide specialist advice and recommendations to support the implementation of the EMS in order to achieve EcoCampus Platinum / ISO14001, and contribute towards the development of departmental and university wide policies and strategies for its implementation.
- Oversee and identify the University's environmental compliance, including waste legislation and F Gas compliance, and ensure that necessary records, permits, exemptions, licences, breaches and non-compliances are made or reported and being kept in an effective document control system, and communicated to managers and stakeholders.
- Offer advice and guidance to members of the Sustainability Team and other university staff regarding environmental legislation, waste management, and Environmental Management Systems, and providing /arranging training where required.
- Manage the development and implementation of the Waste Management Policy to realise the University's recycling and waste targets, providing advice and guidance on all matters related to waste management at the university.
- Manage the university culture for waste management following the waste hierarchy, with a focus on waste minimisation, reuse, and recycling, anaerobic digestion and composting. Report on waste and recycling data to monitor progress towards of the University's waste targets.
- Work in partnership with colleagues in facilities management, accommodation and other key stakeholders to ensure that adequate facilities, processes and policies are in place to reduce waste, and increase reuse, recycling, anaerobic digestion and composting across the university (including halls), and provide support where required.
- Collaborate with other members of the Sustainability Team and Marketing and Communications to promote sustainability, environmental and energy matters throughout the university.
- Be aware of initiatives in environmental management and Environmental Management Systems– particularly within the HE sector - and any advances in them in order to develop best practice.
- Lead on applications for grants and additional funding / income streams for waste / EMS projects.

### **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>	• Able to demonstrate expert knowledge of operational sustainability impacts and management of these within an organisation.	A, I
	• Specialist knowledge of waste management practices and legislation;	A, I
	• Up to date knowledge and understanding of government strategy, current and pending environmental legislation, and best practice in environmental management.	I
	• Able to generate innovative ideas and seize opportunities presented by wider change processes.	A
	• Committed and passionate 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;	I
	• Able to work collaboratively with the Sustainability Team and wider university colleagues in delivering waste management and Environmental Management System projects;	A, I
	• Effective communication skills to be able to communicate complex information to a variety of audiences and work collaboratively across teams.	I, E
<b>Qualifications</b>	• A degree in environmental management or environmental science, or significant experience in environmental issues;	A
	• Evidence of relevant ongoing CPD training (with particular focus on waste management and Environmental Management Systems).	A
<b>Experience</b>	• Proven track record working in / advising a complex organisation successfully embedding sustainability into their activities;	A, I
	• Experience developing and implementing Environmental Management Systems	A
	• Experience in waste management implementation and strategic development;	A, I
	• Experience writing policy and guidance documents;	A, I A, I

	<ul style="list-style-type: none"> <li>• Experience in providing specialist advice and making recommendations to support informed decision making;</li> <li>• Project management experience including management of consultants/ partners/ suppliers;</li> </ul>	A
<b>Technical/work based skills</b>	<ul style="list-style-type: none"> <li>• Proficient IT skills, including the ability to provide reports, carry out complex and accurate data analysis, produce presentation material and copy for communication channels, etc;</li> </ul>	A, I, E
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• The role will require frequent travel to other university sites;</li> <li>• The role will require occasional lifting and moving equipment</li> </ul>	A A
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Familiarity with SharePoint file management.</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 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: October 2020