

# Job Description

**Job title:** Sustainability Projects Officer

**Post number:** ES5166

**Reports to:** Head of Sustainability

**Department/School:** Estate and Facilities Management

**Grade:** 5

## Purpose of the role

The Sustainability Projects Officer plays a key support and delivery role for the institutional sustainability agenda. The position is based within the Sustainability Team, part of the Estate and Facilities Management (E&FM) Directorate.

The post will undertake a range of environmental sustainability project activities as part of the Sustainability Team. In addition, the post will also support our collaborative work with academic colleagues on Global Challenges – the institutional agenda to support the delivery of the UN Sustainable Development Goals.

Core responsibilities involve support for the implementation of the university’s Environmental Management System (EMS), and coordinating waste minimisation work. It will also include work to support net zero carbon, sustainable travel, and environmental data collection and analysis.

Work with Global Challenges co-leads and academic colleagues will vary and evolve as the programme develops. This will generally again involve project support activities including data collection, analysis and reporting, project administration, events and media support.

## Line management responsibility for:

No direct line management responsibility.

## Main areas of responsibility:

1. Undertake activities to maintain the Environmental Management System (EMS).
	1. Maintain EMS-related documentation and monitor EMS processes to enable effective delivery of the EMS. Support colleagues to work within EMS-compliant procedures to meet environmental performance and compliance targets. This involves the applied use of management standard documentation, directed and self-led research, data acquisition and record-keeping, training & awareness of others, supporting environmental audits.
	2. Monitor, organise and resolve issues with EMS records to ensure that necessary records, permits, exemptions, licences, breaches and non- compliances are logged, reported and communicated through the EMS to stakeholders.
2. Waste minimisation work

Deliver a range practical and administrative work to coordinate the provision of waste facilities across all campuses. Record data, monitor, and report performance on work to reduce waste, increase reuse and recycling to meet unveristy environmental performance targets

1. Project work
	1. Provide project technical support to the Sustainability Team and co-leads of Global Challenges. This may include for example:
		1. Organising or supporting others with the collection, analysis and presentation of data for reporting, compliance checks, grant applications, data submissions.
		2. Providing project or general administrative support such as: organising and participating in events, training or meetings; project record-keeping, raising and processing purchase orders, taking utility meter -readings, updating or development of sharepoint, websites, or social media channels.

## 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, Diversity, and Inclusion 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 Data Protection Act 2018 and UK GDPR

# Person Specification

The person specification focuses on the knowledge, skills and abilities, qualifications, and the experience 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**); these are shown at the end of each criteria.

## Essential Criteria

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| --- |
| **Knowledge, skills, and abilities** |
| * Evidence of applied knowledge of sustainability issues as reflected through the United Nations Sustainable Development Goals. Evidence of this demonstrated through work, ideally around waste minimisation/ circular economy or through Education for Sustainable Development work. **A,I**
* Knowledge, and ability in the application of an environmental/quality management system or similar work experience e.g. business performance improvement, strategy. **A,I**
* Skills in numeracy, administration, and use of IT that demonstrate ability to accurately compile, record and analyse data on Microsoft Excel using formulae, and to create/modify infographics/sharepoint content. **A,I**
* Ability and skill to organise and resolve most service issues/queries independently, providing advice on specialised but established procedures and related matters to staff at all levels and to service users, recommending alternative sources/course of action if unable to assist. **A,I**
* Use of own initiative to resolve complex problems and undertake self-led or directed research, providing this to input into performance improvement planning processes **A,I**
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| **Qualifications** |
| * Evidence of relevant ongoing Continuing Professional Development (CPD) **A,I**
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| **Experience** |
| * Previous work involving sustainability themed content, **A,I**
* Experience of performance improvement or strategy processes **A,I**
* Experience and ability in data analysis to identify trends, monitor targets and inform target setting **A,I**
* Experience of working on environmental/quality management systems
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| **Managing people** |
| * Ability to organise and coordinate groups of people involved in practical activities. **A,I**
* Ability to demonstrate commitment to management to meet work objectives **A,I**
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| **Physical demands and/or other requirements** |
| * A requirement to travel to all university campuses and to access waste storage, or plant room areas **A,I**
* The role will periodic lifting and moving of equipment or materials – such as bin lids, promotional equipment. **A,I**
* The role will require public speaking, working with staff and student groups **A,I**
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# Additional Information

* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays, and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example). Refer to the ‘Balancing Working Life’ section on our website here: [Benefits and facilities](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).
* 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.

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| **Grades** | **Annual entitlement per grade** | **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 |
| Band 10 and above | 30 days | Band 10 and above | 30 days |

* More information about the department/school can be found here [Professional Services Departments](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx) or here [Academic Departments](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/index.aspx).
* Read the University’s [Strategy 2019 - 2025](https://www.brighton.ac.uk/practical-wisdom/index.aspx)
* The University has an attractive range of benefits, and you can find more information about them on our [website](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).

Date: **March 2023**