

JOB DESCRIPTION

- 1. JOB TITLE:** Sustainability Manager
- 2. HRMS REFERENCE:** 0082-25
- 3. ROLE CODE:** SMF
- 4. DEPARTMENT:** Estates and Facilities Management
- 5. ORGANISATION CHART:** Reporting to the Director of Estates

6. JOB PURPOSE:

- Lead, manage and motivate the Sustainability Unit to ensure effective delivery of Citizen Student Strategic KPIs, unit objectives, staff development and real-world engagement opportunities for students across all University sites.
- Work with members of the Infrastructure & Sustainability Board to oversee further development, implementation, communication and reporting of the University's Sustainability Strategy.
- Provide expertise to the Director and relevant staff on the legal requirements for compliance and provide advice, guidance, raise awareness of sustainability issues and identify opportunities for external collaboration, relevant awards and funding.
- Lead on the development of effective measurement and reporting systems to understand and report on the University's sustainability to the Sustainability Committee on a termly basis and create an annual report.
- Lead the development of a coherent programme to embed sustainability issues across University processes including embedding within business planning, Faculty/Department activities/programme development, procurement, marketing and recruitment and communication.
- Undertake strategic engagement activities with key industry, government and community organisations to maintain an overview of best practice and collaborate to deliver effective change within the University.
- To contribute to the Estates & Facilities Department business planning, strategy and annual budgeting processes with particular reference to sustainability, staffing needs, decarbonisation and waste reduction strategies in the context of supporting the University's teaching, research, and other business activities.
- To undertake staff appraisal interviews and identify development needs.
- Have responsibility for effective and efficient project management of large multi-faceted sustainability based projects including major decarbonisation schemes.

7. BACKGROUND INFORMATION:

The post is based within the Estates and Facilities Management Department, reporting to the Director of Estates and Facilities with direct responsibility for the Sustainability Team.

The Sustainability Team are responsible for developing, implementing and communicating the Sustainability Strategy and associated action plans to staff, students and external stakeholders. Our goal is to embed sustainability throughout our campuses, curriculum, cultures and communities. Sustainability is not limited to our buildings and infrastructure, and the University aims to ensure sustainability is a part of every process, decision and action taken at the University spanning academic faculties and all aspects of professional services teams.

The Sustainability Unit currently consists of a Building and Energy Management Systems Engineer, Sustainability Officer, Waste and Recycling Officer, and an Environmental Administrative Assistant. The Sustainability Manager is primarily responsible for co-ordination and management of the Sustainability Unit and associated environmental compliance functions across the Chester & Warrington campuses in addition to a further two discreet sites.

8. WORK PERFORMED AND/OR KEY RESULT AREAS:

8.1 Communicating Effectively

The role holder will:

- Co-ordinate activities of consultants, communicating complex information and ideas to a variety of staff, contractors and consultants on a regular basis. The information will be both technical and specialist in nature and the role holder will be required to tailor such information to suit the variety of recipients.
- Direct, instruct and inform other managers and staff, external professional consultants, contractors, local authorities and statutory bodies.
- Prepare and develop complex briefs to ensure best practice and up to date legislative information is conveyed to staff, contractors and consultants in order to execute their duties.
- Prepare complex and technical reports, tender information and task specific information relating to the work of the Unit as required and communicate these to all stakeholders both internally and externally to the University.
- Contribute to an annual Business Plan for the Facilities Management Department.
- To establish, maintain and develop professional working relationships with colleagues.
- Source funding and advice from external bodies where appropriate.
- Report back to the Director and Strategic Executive Team on a regular basis on the University's sustainability agendas.

8.2 Leadership and Working Collaboratively

The role holder will:

- Report to the Director of Estates & Facilities for decisions and guidance.
- Report on sustainability at relevant committees and senior boards/working groups.
- Lead, manage and motivate the day-to-day activities of the Sustainability Unit staff and mentor staff to support their professional development.
- Be responsible for identifying, planning and resourcing delivery of university-wide programmes, plans and projects including engagement activities and partnership working.
- Prepare and procure detailed specifications relating to the delivery of sustainable projects and plan and complete as approved.
- Work collaboratively with faculties, departments and teams within the University advising on how to embed sustainability within their areas/create innovative solutions.
- Work collaboratively with external partners and stakeholders to inform and deliver sustainability projects and/or engagement activities within the local areas.
- Operate as a member of the Facilities Management senior team.

8.3 Liaison and Networking

The role holder will:

- Attend and participate in Facilities Management meetings as required.
- Liaise with the Directors of Estates & Facilities, Procurement, Commercial Services, Human Resources, Deans of Faculties and others to ensure sustainability is embedded within their areas.
- Manage regular meetings of teams/working groups, keeping accurate minuted records.
- Represent the Sustainability Unit/Estates & Facilities department on institutional committees such as Infrastructure & Sustainability Board/Sustainability committee and advise on sustainability related practices.
- Represent the University at appropriate external meetings (e.g. Sustainable Transport Taskforce Group, Chester Sustainability Forum NWEAUC, EAUC interest groups) and update their own professional standards.
- Participate, as appropriate, in working groups and meetings of the University, hold regular status meetings with respective teams in order to keep the department well informed.
- Contribute to the dissemination and sharing of best practice on activities within Estates & Facilities.
- Establish and convene, as necessary, relevant meetings both internally within the department and externally with consultants and stakeholders.

8.4 Delivering a High-Quality Standard of Service

The role holder will:

- Take a leadership role on behalf of the University in the identification of innovative and sector-leading solutions to tackle the range of sustainability/climate emergency problems.
- Take a proactive approach in advising the Director, other senior managers and university committees in national/international best practice.
- Demonstrate and promote a strong service and professional ethos throughout the team to maintain the highest levels of sustainability project delivery to staff and students of the University.
- Maintain current standards and legislative knowledge to execute the roles and responsibilities of the post, and to advise the University and Estates & Facilities Management teams on the most up to date information relating to this best practice.
- Be responsible for the delivery, implementation, execution, sustainability projects ensuring consistency with the University's Citizen Student strategy, commitments and goals.

8.5 Effective Decision Making

The role holder will:

- Have responsibility for the effective and efficient delivery of the Sustainability Strategy. The role holder will be expected to take independent decisions on behalf of the University in order to execute the tasks successfully.
- Provide sufficient information relating to sustainability to enable the Director and Strategic Executive Team of the University to take such decisions necessary to provide best practice in line with the University's key strategic aims.
- Provide advice to the Director of Estates & Facilities and internally to Faculty Heads on sustainability projects.
- Inform Faculty of strategic decisions by producing briefs and plans for sustainability projects/initiatives.
- Report to the Director of Estates and Facilities for discussion and approval of planned projects/initiatives.

8.6 Planning and Organising Self and Others

The role holder will:

- Manage and co-ordinate the Sustainability Unit's day-to-day and long-term strategic work
- Decide on prioritisation of their own work and set targets within the strategy, resolving conflicting priorities and manage demanding workloads and changing priorities.

- Manage and co-ordinate University-wide programmes and plans within the wider University context - with an understanding of implications of relevant processes/schedules and timeframes set by other services e.g. Induction Planning.
- Ensure that tight and strict deadlines are met in order to progress multiple projects and initiatives and have an awareness of the impact of other teams/managers' priorities.
- Work on their own initiative, reporting formally to the Director of Estates & Facilities on relevant issues, on the progress of individual tasks, and on the management and operational effectiveness of the team.
- Monitor the progression of all tasks within the Sustainability Unit ensuring all specifications are met within agreed time, budget and quality requirements.
- Contribute positively to the University's implementation of diversity and equality legislation, regulations, equality schemes and best practice as they apply to all work within the Sustainability Unit.
- Comply with and enforce standard policies and procedures within the department relating to sustainability.
- Manage resources/budgets within the Unit, to ensure maximum value is delivered for resources deployed and oversee a number of projects, to ensure each project is managed and delivered to time and budget.

8.7 Innovation and Improvement (Effective Problem Solving)

The role holder will:

- Work on their own initiative, reporting formally to the Director of Estates & Facilities on relevant issues, and on the management and operational effectiveness of teams.
- Suggest areas for improvement in internal processes along with possible solutions and lead internal teams in the implementation of best practice in relation to sustainability projects.
- Manage risks and changes, and provide solutions to issues arising within Sustainability projects.
- Be expected to work under their own initiative and make decisions without consultation with their line Manager.
- Contribute to the Department's annual budget and to ensure that all activities are provided for and delivered at optimum cost efficiency.
- Resolve any project specific issues in a timely and professional manner and communicate difficult and/or sensitive information both internally and externally on behalf of the University.
- Identify opportunities for improvement and make constructive suggestions for change and to manage the process of innovative change effectively and efficiently.
- Motivate the team to work together in the most efficient manner and to mitigate team conflict and communication problems.

8.8 Analysis and Research

The role holder will:

- Research relevant practices and product applications to ensure best practice in their application.
- Ensure best practice and legislative compliance to all work relating to the Sustainability Unit.
- Analyse concepts and solutions within project briefs in order to advise the University on their application to specific projects.
- Advise on the analysis and interpretation of complex data, identify trends and test solutions, obtain additional related information where appropriate, and report on progress, to support the resolution of issues/problems associated with delivery of strategic project commitments.
- Evaluate the impact of strategic projects and initiatives in terms of environmental, social and economic impacts.
- Manage, monitor and maintain records to meet both internal and external (e.g. legislative) requirements.
- Contribute to the formulation of the Department's annual budget and to ensure that all operational activities are provided or delivered at optimum cost efficiency.

8.9 Sensory and Physical Demands

- The role will require a significant amount of walking across/between sites.
- The role holder will be expected to travel to the University's other sites as appropriate.

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8.10 Work Environment

- Working conditions
The role holder works primarily in an office environment with occasional visits to other University premises as appropriate. On occasion, some time may be spent in building site conditions and the postholder may be exposed to inclement weather, cramped conditions, be required to climb ladders or scaffolds and be expected to work outside of normal hours.
- Hazards
The post holder will need to be aware of potential hazards when visiting the sites of building work. The post holder will liaise with the University Health and Safety Manager to carry out and supervise Health and Safety risk assessments for University buildings and is responsible for the risk assessments of the operational teams within the Facilities Management Department.

8.11 Pastoral Care and Welfare

The role holder will:

- Be responsible as the first point of contact for any welfare issues raised by Sustainability Unit staff.
- Line manage staff and consultants where applicable.
- To undertake return to work interviews and sickness absence reviews in line with the University's Sickness Absence Management Policy.
- To deal with any performance, capability or other staffing issues within the Sustainability Unit, with reference to the Director as required.

8.12 Team Development

The role holder will:

- Identify opportunities and develop the business case to create new roles within the team as demanded by strategy delivery.
- Have responsibility for recruitment of the Sustainability Team.
- Induct any new Sustainability Unit team members as required.
- Be responsible for conducting the staff appraisals and for identifying and meeting training and development needs as required for the Sustainability Team.
- Participate in relevant continuing personal and professional development, encouraging others to do the same.
- Be aware of and responsive to the changing nature of the institution and to adopt a flexible and proactive approach to work.
- Support the learning of colleagues through coaching and mentoring.
- Encourage staff to take responsibility for their development within the University and develop and implement specific professional development programmes for the department as applicable.
- To undertake any other duties as required by the management.
- Seek and participate in development opportunities and assist in training other staff, students and stakeholders through both formal and informal training programs.
- Consistently acknowledge each team member's contributions and effectively utilise each team member to their fullest potential.

8.13 Teaching and Learning Support

- This is not a main requirement of the role; however, the role holder will be prepared to deliver sessions to students within credited modules if/when requested by academic departments to inform and educate on sustainable practices the University implements and/or to engage and enthuse students' participation in university-wide campaigns and initiatives.

8.14 Knowledge and Experience

- The role holder is expected to remain at the forefront of emerging industry practices applying the breadth and depth of their experience to act as a specialist point of reference on all aspects of environmental and sustainability agendas of the University.
- Please also see the Person Specification.

8.15 General

8.15.1 To undertake any other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you.

8.15.2 To take responsibility for upholding and complying with the University's Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all.

8.15.3 To comply with all University Health and Safety and Sustainability policies.

PERSON SPECIFICATION		
Job Title: Sustainability Manager		Department: Facilities
Criteria	Essential / Desirable	Method of identification
Qualifications:		
Degree or post-graduate degree in an appropriate discipline such as sustainable development, environment and sustainability, climate change or equivalent industry/work experience.	Essential	Application Form
Hold a relevant Project Management Qualification.	Desirable	Application form
Member of an accredited professional body (IEMA, CIWEM, Energy Institute).	Desirable	Application Form
Knowledge of the UK sustainability policy and governmental landscape.	Desirable	Application Form
To be Carbon Literate.	Desirable	Application Form

Proven Experience:		
Experience in a relevant discipline e.g. environmental management, sustainability.	Essential	Application Form/Interview
Experience in supporting tenders and developing business cases.	Essential	Interview
Strong project management experience including demonstrating the ability to plan and manage multiple tasks and projects.	Essential	Application form/interview
Experience of organising and delivering events and working with volunteers.	Essential	Application Form/Interview
Significant management experience in a Higher Education sustainability role.	Desirable	Application Form/Interview
Significant experience of working on environmental, sustainability or social responsibility agendas.	Desirable	Application Form/Interview
Experience of working with officials in government departments.	Desirable	Application Form/Interview

Delivering academic and service excellence:		
Ability to communicate clearly, articulate with good oral, numeric and written communication skills.	Essential	Application form/ Interview
Exceptional understanding of sustainability and social responsibility concepts and their applicability to a university environment.	Essential	Application Form/Interview
An ability to analyse and interpret data relevant to decision making process.	Essential	Interview
Managing self and inspiring others:		
Proven leadership skills, with an ability to progress a complex agenda of change across a large organisation.	Essential	Application Form/Interview
The role holder must be able to prioritise and organise work effectively.	Essential	Interview
Provide advice and guidance on related matters to the relevant staff.	Essential	Interview
Demonstrate team building through engagement and collaboration with staff, students, consultants and local government officers.	Essential	Interview
The role holder should demonstrate the desire to pursue professional development.	Essential	Interview
Working together:		
The role holder must have the ability to communicate easily with and be able to relate to people at all levels.	Essential	Interview
Be an effective team player able to influence others through strong interpersonal, leadership, presentation and negotiation skills.	Essential	Interview
Excellent IT, Oral and presentation skills.	Essential	Interview
Organisational and stakeholder awareness:		
Demonstrate awareness of legislative change and best practice in the sector.	Essential	Interview

Knowledge and development of key practices within the areas of responsibility.	Essential	Interview
Active within relevant local and national networks to identify opportunities for development and collaboration.	Essential	Interview

Essential Requirements are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

Desirable Requirements are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Method of identification is where the selection panel will match the candidate's skills and abilities to the required criteria outlined (i.e. application form, interview, test).

**CHESTER UNIVERSITY
TERMS & CONDITIONS OF EMPLOYMENT**

**ESTATES AND FACILITIES
SUSTAINABILITY MANAGER
FULL TIME, PERMANENT ROLE**

SALARY SCALE

University Scale OS10, points 35 - 39, £44,128 - £49,559 per annum payable monthly in arrears.

HOURS OF WORK

Monday to Thursday 9.00am - 5.30pm

Friday 9.00am - 4.30pm (less one hour lunch break each day)

A flexible approach to work will be required as there may be occasions when it would be necessary for you to work additional hours as dictated by the workload.

HOLIDAY ENTITLEMENT

In addition to statutory Bank/Public Holidays and Christmas Closure days, staff are entitled to 22 days annual leave per annum (in the annual leave year in which employment commences annual leave entitlement will accrue on a pro-rata basis), rising to 27 days after five years' continuous service.

MEDICAL EXAMINATION

Successful candidates will be required to complete an Occupational Health questionnaire, and may be required to undergo a medical examination.

ESSENTIAL CERTIFICATES

Short-listed candidates will be asked to bring to interview, proof of qualifications as outlined on the Job Description and Person Specification provided. Upon appointment, copies of essential certificates will be required by Human Resources.

PENSION SCHEME

The University operates two pension schemes for support staff:

- The default scheme is the Higher Education Defined Contribution Scheme (HEDCS), which is administered by AVIVA.
- The Cheshire Local Government Pension Scheme, to which the University is an admitted body.

All support staff are entitled to participate in one of these schemes. Some staff will be automatically enrolled into a scheme, depending on their age and earnings, but if they do not wish to remain a member of the scheme, they will be entitled to opt out after enrolment.

EQUAL OPPORTUNITIES

The University has a policy of equal opportunity aimed at treating all applicants for employment fairly.

SMOKING POLICY

The University operates a No-Smoking policy.

PROBATIONARY PERIOD

A nine month probationary period applies to all University posts.