



Job Description

POST TITLE: Sustainability Manager

REPORTING TO: Director of Estates & Resources

MAIN PURPOSE OF THE POST:

To manage and develop sustainability projects and initiatives aligned to the University Sustainability Framework and the SDG Accord Goals. To support the University with its objective to be a Net ZeroCampus. To work with key stakeholders from all areas of the University covering academic, business and student support functions. To embed sustainability principles across the University and promote and share sustainable behaviours and actions through internal and external communications. To develop activities to engage staff and students with sustainability initiatives.

MAIN DUTIES:

1. To promote working practices in line with the sustainability framework across all areas of the University. To champion the promotion of, and engagement with, the University Sustainability Framework to all stakeholders, and ensure that sustainability is an integral part of both staff and students' experiences whilst at Leeds Arts University.
2. To contribute to the development of strategic actions and initiatives for sustainability at the University, providing input on their benefits and how they should be prioritised.
3. To monitor and report on achievements against the University Sustainability Framework and SDG Accord Goals.
4. To lead on the annual progress and evidence gathering for the People & Planet league table assessment.
5. To support the University in achieving its commitment to becoming a Net Zero Campus and to contribute towards reducing the University's impact on the environment, supporting actions associated with the University Sustainability Framework and Estates Sustainability plan.
6. To work with the University's Procurement Consultant to assess and develop sustainable procurement opportunities and initiatives.
7. To lead on the University's annual Student & staff travel survey and the development of sustainable travel improvement actions.
8. To actively engage with groups of staff and students to identify, develop and carry out sustainability initiatives.
9. To proactively communicate opportunities, achievements, information and procedures for staff and students to engage with sustainability, for instance through digital posters, written/oral presentations, online resources, images and announcements.

10. To assist in the integration of sustainability in the curriculum across the University's provision.
11. To liaise with marketing to promote Leeds Arts University engagement with Sustainability.
12. To develop and co-ordinate sustainability-related events and promote and coordinate engagement/partnerships with relevant external organisations.
13. To write and contribute to reports on sustainability and be a member of and provide papers for the Sustainability Committee.
14. To closely liaise with all relevant staff to ensure that policies and procedures address improved sustainability outcomes. To deliver training/briefings to both staff and students on sustainability issues.

OTHER:

1. To comply with all relevant University policies and procedures.
2. In the context of University and personal development to carry out any other duties that are commensurate with the role.
3. To support the University's Equality, Diversity and Inclusion policy in the context of this role.

PERSON SPECIFICATION:

Candidates should demonstrate the following criteria:

Criteria	Essential or Desirable	Method of assessment
Qualifications		
A degree in Sustainability Management or relevant experience of working in a similar role.	Essential	Certificate/Application
Skills/Knowledge		
A good understanding of Sustainability issues gained in a working environment.	Essential	Application/Interview
A well-grounded knowledge of sustainability with respect to education matters.	Essential	Application/Interview
Project management and administration skills.	Essential	Application/Interview
Excellent organisational and prioritising skills and the ability to work under pressure and meet deadlines.	Essential	Application/Interview
Strong interpersonal skills to work with a wide range of backgrounds and sectors.	Essential	Application/Interview
Excellent and demonstrable verbal and written communication skills, including the ability to communicate with a wide range of internal and external stakeholders.	Essential	Application/Interview
Experience		
Proven experience of writing reports and analysing data and information.	Essential	Application/Interview
Experience of working in an Educational Environment.	Desirable	Application/Interview
Experience of the implementation/management of Environmental Management Systems and or achieving ISO14001 accreditation.	Desirable	Application/Interview
Experience of leading on or contributing to the People & Planet evidence gathering & assessments process.	Desirable	Application/Interview
Personal Qualities		
A proactive self-starter with the combined ability to work on own initiative and as part of a diverse team, and to have a flexible and proactive attitude towards objectives and work tasks.	Essential	Application/Interview
Other		
An understanding of Equality, Diversity and Inclusion Issues as they relate to the role.	Essential	Application/Interview

This job description serves as a guide to the duties of the role and may be reviewed on an ongoing basis.