

## **JOB DESCRIPTION**

**POST:** Environmental & Sustainability Manager

**DATE:** December 2019

**DEPARTMENT:** Estates and Facilities Services

**POST NO:** EFS-E16

**STARTING DATE:** As soon as possible

**SALARY RANGE:** Grade 7 - Currently £35,845 to £40,322 per annum

**HOURS:** Full time, 37 per week

**INDEFINITE/FIXED TERM:** Indefinite

**REPORTING TO:** Head of Building Services and Environment

### **THE POST**

Reporting to the Head of Building Services and Environment the role holder will be responsible for overseeing sustainability and environmental issues on campus. The role holder will manage the University's environmental compliance, Carbon Management Programme, energy management and procurement, waste management, biodiversity, travel and transport, and staff and student engagement programmes. The role holder will manage a budget of C £2.0m annually.

The University's new strategic plan to 2030 is aligned around our University values and the UN Sustainable Development Goals (SDGs). Our institutional values; Individuals Matter, Compassion and Spirituality are intertwined with the aims of the SDGs and the problems they highlight, so both the values and the goals shape our strategy. The University strategy is underpinned by policies related to teaching and learning including the NUS Responsible Futures programme. In particular embedding the 17 SDGs into all areas of the formal curriculum along with promoting them through the informal and subliminal curriculum to prospective students and the wider community.

The immediate environmental priorities for the role holder will be the implementing a formal Environmental Management System (EMS) (e.g. EcoCampus / ISO 14001: 2015), leading the implementation of the University's pledge to 'eliminate the use of unnecessary single-use plastic by the end of December 2020, improving the University's ranking in People and Planet's Green League, implementing the objectives from a recent Environmental Audit, ensuring environmental legal compliance, and implementing the University's action plan on tackling its declared Climate Emergency.

The University estate comprises of some 70,000 m<sup>2</sup> GIFA of buildings of which 50% is residential accommodation. The University has an ambitious campus masterplan running until 2030 with a programme of building replacement and refurbishments which are expected to meet the highest environmental standards, including an exciting new development at the West Downs campus of 7500 m<sup>2</sup>.

The Role Holder will have line management responsibility for the Energy and Environment team, currently comprised of the Role Holder, Energy and Estates Technician (0.5 FTE associated with Energy Management), Education for Sustainable Development Coordinator (1 FTE) and any casual or internship staff (when in post).

## **MAIN DUTIES AND RESPONSIBILITIES**

### **General**

- Work collaboratively with academic and professional Services staff across the institution at all levels to implement sustainability initiatives in line with the University Strategic plan as part of a supported change programme
- Update and create new University policies, strategies, standard operating procedures relevant to the areas of Sustainability and Environment
- Expand staff, student and community sustainable engagement programmes
- Represent the University at local and regional stakeholder groups on sustainability and the Climate Emergency
- Participate in the University Sustainability Committee
- Contribute to the development of Estates and Facilities Services Customer Service Strategy ensuring excellent customer service in Energy and Environment
- Ensure the compliance of Energy and Environment with the University Health and Safety Strategy
- Develop and maintain high quality management information systems relating to Sustainability
- As a senior manager within EFS, line manage the Energy and Estates Technician, Environment Officer, ESD Coordinator and any casual or intern staff
- Be responsible for the production of annual reports relating to Energy and Environment e.g. Carbon Management Programme and Environmental Strategy

### **Environmental**

- Develop, implement and maintain environmental policies for the University, ensuring that they reflect the overall strategic plan and mission and values of the University
- Implement an Environmental Management System across the whole University, identify areas of environmental legislative and policy non-compliance and work with colleagues to remedy and improve performance
- Advise the Head of Building Services and Environment on environmental issues and legislative changes that will affect the University ensuring compliance where relevant
- To ensure the University continues to improve performance in key sustainability areas including energy and carbon management, waste and recycling, procurement, construction, transport and biodiversity
- To represent and promote the University with external professional bodies, league tables and interest groups sharing best practice and ensuring submission of mandatory and voluntary reporting requirements
- To participate in the planning and development of the University's estate and operations to ensure that sustainability issues are embedded in the development and management of land and buildings
- Representing the University to the wider community with regards to environmental performance raising awareness and marketing the institution as an exemplar of sustainability
- Identify opportunities to fund environmental projects from internal and external sources and that robust funding bids are prepared, identifying the short and long term financial benefits to the University and any payback commitments
- Communicate with staff at all levels to raise awareness of sustainability issues
- Identify, monitor and record the University's significant environmental impacts and identify the appropriate risk management strategy for dealing with them
- Implement and proactively manage in-house campaigns to raise awareness amongst staff and students of energy, environmental and sustainability issues

- Ensure the University Environmental webpages (internal and external) are maintained and the relevant information is kept up to date
- Improve biodiversity at the University

## **Energy**

- Develop, implement and maintain the University Carbon Management Plan implementing targets for carbon reduction and monitor progress against those targets
- To be responsible for energy and water purchasing to ensure that best value for money is obtained
- To act as the fund manager for the University carbon reduction budget, implementing new carbon reduction projects as they present themselves
- Manage the University utilities budget (C.£1.5 m)
- Ensure all relevant departments and tenants are billed for their energy consumption where appropriate
- Produce regular analytical reports on energy and water usage identifying high consuming areas and reduction measures for those areas
- To sit on all new building working groups, advising on energy efficiency, technology and environmental aspects of new buildings
- Work with the Projects team to ensure energy efficiency and sustainability issues are considered at all stages of refurbishment projects
- To ensure that Display Energy Certificates are produced each year for the relevant buildings in the University estate
- Assist with the management of the University Heating and Ventilation Systems through the effective use of the Building Management System (Priva) making energy efficiencies whilst ensuring the comfort of staff and students
- Identify realistic energy reduction targets, help develop strategies for achieving them and monitor progress against the plan

## **Waste**

- Work with the SCAG Consortium (8 Universities and colleges on the South Coast) to manage the University's Waste Contract acting as the University representative on the Board ensuring that the University's needs and requirements are addressed at the Board meetings and when the contract is re-tendered
- Manage the University Waste Strategy ensuring all university waste streams are managed in an effective manner
- Ensuring compliance with legislation and the University's Waste Management Policy
- Establishing targets for waste avoidance, reduction and recycling and monitoring of those targets

## **Transport**

- Be responsible for the management and implementation of the University's Travel Plan
- Undertake a bi-annual travel survey to monitor progress against the targets set in the travel survey
- Update and maintain the parking policy annually in collaboration with the Parking office
- Work with the University Security Manager to ensure that the parking contract complies with the requirements of the Travel Plan and ensure the parking policy is being enforced
- Represent the University at meetings with local and regional organisations regarding transport issues which will affect the University

- Oversee negotiations with Public Transport providers regarding discounts for staff and students of the University

### **Other**

- Any other duties as may reasonably be requested by your line manager
- Infrequent weekend and evening working will be required as business needs dictate, particularly for key University events such as arrivals weekends, open days etc. for which TOIL will be offered.
- The normal place of work will be the King Alfred Campus in Winchester
- The department offers flexi-time working for members of the E&E team but as the line manager of this team, core office hours will normally be from 0900 to 1600 each day

### **General Information**

It is anticipated that this job description will change over time in accordance with the needs of the role. The role holder will be fully consulted on any proposed amendments.

### **CONDITIONS OF SERVICE**

The appointment will be made at Grade 7, currently £35,845 to £40,322 per annum and annual incremental progression within this range. Starting salary will be dependent upon qualifications and experience. Salary is paid monthly in arrears by direct credit transfer on the last working day of each month.

Your normal centre of duty will be the King Alfred Quarter in Winchester. However, you may be required to work in any part or department of the University and in any Campus of the University, or as otherwise required for the due performance of your duties and responsibilities.

Normal hours of work will be 37 per week, to be worked between the hours of 8.30am and 5.30pm, Monday to Friday, by agreement with your Line Manager. Infrequent weekend and evening working will be required as business needs dictate, particularly for key University events such as arrivals weekends, open days etc.

The appointment will, in an appropriate case, be subject to a probationary period of 6 months.

The annual leave year runs from 1 August to 31 July. Holiday entitlement is 35 days per annum, plus Bank holidays and University discretionary days. A proportion of the entitlement is allowed pro rata for part-time staff working less than five days per week and/or not throughout the year, and for all support staff during first leave year at the University.

Other terms and conditions of employment appropriate to this post and grade apply in addition to those referred to in this statement. The list of benefits includes Pension Scheme, Sick Pay Scheme, Maternity and Paternity leave and pay (subject to eligibility). Details are contained in the Statement of Principle Terms and Conditions of Employment issued on appointment, the Staff Handbook and other documents referred to therein.

### **APPLICATION INFORMATION**

Candidates selected for interview will be asked to give a short presentation. Full details of the presentation topic will be provided to interview candidates.

Applications should be made on line at [www.winchester.ac.uk](http://www.winchester.ac.uk). Please note that posts close at midnight on the date stated. Late applications will not be accepted.

We delight in diversity in our workforce and seek those that share this value

## PERSON SPECIFICATION

Each attribute is marked as essential for the post, or desirable. The last four columns on the Person Specification (labelled A, I, P and T) indicate how each attribute is assessed. A = application form, I = interview, P = presentation, T = test.

ATTRIBUTES	ESSENTIAL	DESIRABLE	A	I	P	T
<b>EDUCATION/TRAINING</b>						
Undergraduate degree level or equivalent qualification in a relevant subject	X		X	X		
Postgraduate degree in a relevant subject		X	X	X		
Membership of an appropriate professional body e.g. CIWM, CIBSE, IEMA		X	X			
Mechanical/Electrical Qualifications or training		X	X	X		
<b>EXPERIENCE</b>						
Previous experience of working in Higher Education		X	X			
3 years post qualification experience in an environmental/energy/ sustainability management post	X		X	X	X	
Previous experience of managing a carbon reduction programme		X	X	X	X	
Previous experience of implementing energy efficiency projects	X		X	X	X	
Previous experience of managing waste and waste contracts		X	X	X		
Managing a large budget		X	X	X		
Experience of implementing a customer focused service	X			X		
Experience of managing staff		X	X	X		
Experience of management information systems e.g. Monitoring and Targeting software		X		X		
Experience of using Building Management Systems	X			X		
Experience of creating, implementing and running an Environmental Management System e.g. EcoCampus or ISO 14001: 2015	X		X	X		
Experience of Education for Sustainable Development (ESD) in a Higher Education environment		X	X	X		

<b>KNOWLEDGE</b>						
Knowledge of current environmental/energy legislation and issues	X			X	X	
Computer literate and competent in the use of MS Office in particular Word & Excel	X			X	X	X
Competent in data visualisation techniques using tools such as excel/tableau	X			X	X	X
Understanding of BREEAM and sustainable low-carbon building design		X	X	X		
Knowledge of Mechanical and Electrical systems	X		X	X		
Knowledge of Waste Management and legislation	X			X		
Ability to work flexibly, infrequent working outside of normal working hours and at weekends will be required	X			X		
Understanding of Public Procurement Procedures		X	X	X		
Understanding of Education for Sustainable Development (ESD)		X		X		
<b>SKILLS/ABILITIES</b>						
Excellent inter-personal and communication skills	X		X	X	X	
Highly motivated professional and a team worker	X			X		
Proactive problem solver with excellent prioritisation skills	X			X		
Excellent data analysis and interrogation skills	X			X		X
Ability to understand diverse customer needs and requirements	X			X		
Excellent presentation, policy and report writing skills	X				X	
Flexible in relation to work requirements	X			X		
Ability to work on own initiative	X			X		

<b>OTHER</b>						
Full UK Driving License		X	X			

## **FURTHER INFORMATION**

### **Health & Safety**

Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the University on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

Copies of the University Safety Policy can be found on the University Intranet.

### **Sustainable Development**

All employees are expected to act in accordance with the Sustainable Development Policy and Environment Strategy. In the course of your duties, you should seek to minimise any detrimental impact on the environment and take specific action as appropriate within the remit of your post.

### **Facilities**

Staff catering facilities are available.

**West Downs Day Nursery** - is situated within the grounds of The University of Winchester. The nursery offers care for children from the age of six weeks to five years in a stimulating and homely environment. The nursery provides 62 places each day from 7.30am to 6.15pm on a full time or sessional basis. The opening times are designed to accommodate the working parent who may wish to continue their career. Further details are available from the Human Resources Department.

Sports and Fitness facilities are available, these include the University Gym, Sports Hall and our outdoor Multi-Use Games area for Tennis, Basketball, Football and Badminton to name a few. At our Bar End facility you will find our Athletics Track and All-Weather Pitch. Also on offer is our Fitness & Wellbeing class timetable which is complimentary to all Gym Pass holders.

### **Our values**

We are a community committed to making a difference, passionate about seeing individuals and communities flourish.

Our values of Compassion, Individuals Matter and Spirituality shape how we do this and why – we believe academic freedom leads to big ideas which in turn lead to social justice and creativity for a better world.

### **Compassion**

Conscious of the kinship that exists between all life, we seek to nurture compassion and embody social justice for people, animals and the planet. This is a supportive, caring and safe place to work and study. Staff and students will be supported to flourish, encouraged to help others and empowered to make a difference in the world. We seek to challenge and nurture in all staff and students a love and value for all life and the planet. Staff are empowered to change the world for the better, challenge convention with compassion and stand up for what they believe to be true.

### **Individuals Matter**

We are passionate about seeing individuals flourish here. The dignity and wellbeing of individuals is important as are their opinions and views. We are committed to working globally to ensure equality and justice for all. Everyone is welcome here. Staff and students will learn to value and appreciate others, whoever they are and whatever their background. You will be listened to; your opinions count. Together, we will be supported and challenged to reach our full potential. Our staff and students are nurtured to embrace equality, diversity and inclusivity to the full. Staff and students are supported to fight for integrity and justice in a world of compromises and prejudice.

### **Spirituality**

We celebrate our Anglican Christian foundation and welcome people of all faiths and none. We believe that everyone expresses their spirituality through a unique collage of values, disciplines and practices. Working and studying here will give you a chance to experience and reflect on the creativity,



beauty and compassion in life – together, we aim to explore the mystery of life and grow in wisdom and love.

Our passion is to see staff and students grow as a whole person. It is safe to try new things here, to stand up for what you believe in. You will be supported to engage with the big and deep questions of life, to bring about change and really make a difference. We seek to challenge and develop staff and students' thinking, enabling them to develop in wisdom for a fulfilling life as well as the knowledge they need for a successful career. Our staff and students will have the resilience and resourcefulness to seize the opportunities and face the challenges of life.

**Mission Statement:**

'To educate, to advance knowledge and to serve the public good'

**The University vision:**

The University of Winchester is a university on a human scale, with a principal emphasis on the personal creativity and development of its students and its staff.

Through its teaching, research and professional practice, the University will be an outward facing and permeable organisation, welcoming outside influences and fully engaging with society locally and regionally, nationally and internationally. It will provide a high quality university education, responsive to the intellectual, personal and professional needs of its members and the wider community.

The University seeks to serve the spiritual and ethical needs of its students, building moral and global awareness. Our Church foundation is reflected also in strong support offered to students from backgrounds not traditionally associated with higher education. The University will ensure that its courses are accessible to all those who have the potential to benefit from them, regardless of their social, economic, ethnic or religious background.

As a twenty-first century institution which provides a progressive and challenging higher education experience and which forms a crucible for the generation and transfer of knowledge, we have high expectations of both staff and students. The professionalism of staff is reflected in integrity, objectivity and competence. Students' time at the University will provide them with a justified confidence in their abilities and the strength to stand up for what they believe to be true.