

## JOB DESCRIPTION

**Job Title:** Sustainability Projects Manager

**Grade:** SG7

**Department:** Sustainable Development Unit – Estates & Facilities  
Directorate

**Responsible to:** Sustainability Manager

**Responsible for:** Internship Students, volunteers

**Key Contacts:** Staff, students, consultants, contractors and suppliers  
working for the University + Senior management.

**Standard Occupational Classification (SoC code):** 2152

**Non-Contractual Nature of Role Profile:** This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

### PURPOSE OF ROLE

Reporting directly to the Sustainability Manager the post holder will assist with implementing elements of the university's Sustainability Policy and Strategic Sustainability Action Plan. They will contribute to the effective management of environmental impacts, raising awareness about and encouraging the adoption of best practice opportunities across the university.

Managed projects will help meet our sustainability and corporate KPIs and will cover a broad range of areas. Waste and circular economy will be a key focus. The post holder will assist with the environmental management system (to ISO14001 standards), with climate and sustainable resilience, sustainable procurement, living labs, data reporting and establishing partnerships being other potential areas, with others identified as the post develops.

We are seeking someone who is innovative and able to deliver a diverse range of projects, successfully, enhancing the positive impact around the university. The post holder must possess a broad knowledge of sustainability issues and a high level of confidence in dealing with a wide range of university stakeholders.

## **KEY ACCOUNTABILITIES**

### **Team Specific:**

- Work with and report to the Sustainability Manager in delivering projects, aligned to the Sustainability Policy, Strategic Sustainability Action Plan and contributing towards organisational change.
- Collaborate with the team, and wider stakeholders on projects that will emerge in response to needs and opportunities. The postholder will be expected to bring innovation and find ways to motivate and engage partners to deliver success.
- Developing and maintaining systems for monitoring against managed projects; ensuring they are managed effectively, meeting outcomes on time, in budget and to quality standards.
- Assisting in the delivery of the circular economy 'Reuse @ Greenwich' programme.
- Supporting the environmental management system (to ISO14001 standards) and conduct environmental audits.
- Managing elements of the university's Climate and Sustainability Resilience Action Plan, developing tools and liaising across the institution as required.
- Developing partnerships that bring together our communities including externally to deliver sustainability value. Internally, this will include lending time for supporting academics deliver living labs.
- Work with the Sustainability Manager in the accurate collation and analysis of data, producing reports and information as appropriate.
- Responsible for providing specialist advice and securing senior level commitment and support.
- Attendance at university committees and preparation of supporting papers with representation on strategic external groups and networks, effectively presenting to influence events and decisions.
- Supporting the team's Engagement Officer in the communication and promoting of awareness across the population of staff, students and service providers to deliver cultural and positive behavioural change.
- Provide expert sustainability advice for university contractors and review products with a sustainability impact where relevant.
- Recruit and manage additional staff including student sustainability volunteers and interns.
- Assist in the development and delivery of sustainability training for staff and students, e.g. staff sustainability champions, departmental training, student lectures and workshops.

### **Generic:**

- The post holder will take initiative and liaise closely with relevant contacts to ensure projects are coordinated efficiently.
- Flexibility in a changing role with additional as identified in future connection with the sustainability agenda, the Estates and Facilities Management Operating Plan and the university's Strategic Plan.
- To keep effective records in line with best practice requirements.

- Communicate effectively across all levels, internally and externally, both in writing and orally and represent the university in a professional manner.
- Have excellent writing and reporting skills, prepare agendas, and write minutes for meetings, preparing policy and accreditation documents.
- Obtain tenders/quotations from contractors and suppliers.
- Research and identify opportunities to fund sustainability projects from external sources.
- Support the university community by engaging in other relevant events.

### **Managing Self:**

- Engage in professional development opportunities to keep skills relevant and maintain an up-to-date interest and knowledge of new developments in sustainability, relevant legislation and technology and attend training courses as identified with line manager.
- Manage a variety of initiatives from inception to completion. Agree briefs with stakeholders and prepare programmes and budgets. This will include identification of critical decisions, monitoring progress against programme and budget, and reporting to senior management.
- Ability to work independently, make independent decisions but to also collaborate and provide information to others with the guidance of and support from the Sustainability Manager and Head of Strategic Sustainability where required.
- Work using effective time management, demonstrating the ability to prioritise tasks, meet deadlines and work accurately under pressure.

### **Core Requirements:**

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health & Safety and Data Protection Legislation.
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

### **Additional Requirements:**

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that sustainability delivers the required level of service.

**KEY PERFORMANCE INDICATORS:**

Performance objectives will be established in consultation with the Sustainability Manager and Head of Strategic Sustainability as part of the post-holder's annual Appraisal and Professional Development Review. Likely KPIs will include:

- Maintaining top 10 position in People and Planet Green League Table
- Delivery of annual projects and objectives as measured against agreed programmes and outcomes.
- Progress against annual sustainability objectives, targets and KPIs

**KEY RELATIONSHIPS (Internal & External):**

- Sustainable Development Unit
- Estates and Facilities Directorate Colleagues
- Core Contractors (Integrated Facilities Management, Catering)
- University Marketing & Communications Directorate
- Faculties
- Greenwich Students' Union
- Other Staff & Students
- General Public
- Visitors

## **PERSON SPECIFICATION**

### **EXPERIENCE:**

#### **Essential Criteria**

- Experience in a similar practical role within a large complex organisation
- Experience in identifying opportunities via research and consultation and developing effective proposals that can be delivered as improvement projects.
- Experience in managing a wide range of projects and initiatives meeting deadlines and targets.
- Experience of delivering to and consulting with a wide variety of stakeholders
- Experience of creative collaboration across organisations.
- Knowledge of accredited environmental management systems (EMS), e.g. EcoCampus, ISO14001
- Knowledge of a wide range of environmental issues including energy, waste, transport, biodiversity, procurement etc.

#### **Desirable Criteria**

- Practical experience of implementation of current environmental legislation, regulation and best practice
- Environmental auditing experience
- Developing and delivering training

### **SKILLS:**

#### **Essential Criteria**

- Data gathering and interpretation, research and reporting skills
- Analysing data and preparing reports and briefings
- Creative communicator with excellent written and verbal communication skills
- Able to prioritise time and resources to meet workload and work accurately under pressure
- Ability to liaise with others to ensure proposals and projects are built with good institutional input
- Excellent organisational and administrative skills, with a good level of computer literacy, including working knowledge of MS Office

#### **Desirable Criteria**

- Staff and volunteer management
- Managing social media channels
- Managing and maintaining a website

**QUALIFICATIONS:****Essential Criteria**

- A degree and/or postgraduate qualification in relevant field

**Desirable Criteria**

- ISO14001 Internal Auditor (or equivalent environmental auditing)
- A degree and/or postgraduate qualification in a relevant subject discipline
- Membership of a professional body (e.g. ISEP)

**PERSONAL ATTRIBUTES:****Essential Criteria**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.
- Motivation in sustainability and wanting to contribute to positive change.
- Energy, enthusiasm, and the ability to inspire others through storytelling and communication.