

## 1 Advertisement

**Post Title:** Head of Sustainability

**School/department:** Estates, Facilities and Commercial Services

**Hours:** Full time up to a maximum of 1 FTE. Requests for [flexible working](#) options will be considered (subject to business need).

**Location:** Brighton, United Kingdom

**Contract:** Permanent

**Reference:** 21390

**Salary:** starting at £56,021 to £64,914 per annum, pro rata if part time

**Placed on:** 22 August 2023.

**Closing date:** 19 September 2023. Applications must be received by midnight of the closing date.

**Expected interview date:** To be confirmed

**Expected start date:** To be confirmed

The University of Sussex is seeking to make the appointment of to the post of Head of Sustainability to play the crucial role of leading the University's Sustainability Strategy, including decarbonisation and energy reduction and environmental management, as well as sustainable education and research.

The University of Sussex is a leading higher education and research institution. The first of the new wave of UK universities founded in the 1960s, receiving its Royal Charter in 1961, Sussex is a successful, growing University with a top-20 place in the major UK higher education league tables. The University has a beautiful and diverse estate located in Falmer, to the east of Brighton and Hove. It is situated in the South Downs National Park and has amongst its buildings a core heritage estate designed by Sir Basil Spence.

This role will oversee the development of a front facing team that will offer expert advice, coordination, stakeholder engagement, and business and behavioral change across the university, from environmental issues within Estates, to embedding social impact and sustainability within teaching, learning, operations and research- as well as engaging and developing joint Sustainability proposals with external bodies. This will be a "full-service" sustainability (social, community, environmental and economic as defined by the 17 UN Sustainable Development Goals) role.

The successful candidate will have proven experience of shaping, planning and delivering strategies that enhance an organisation's energy and sustainability performance. You will enjoy the challenge of leading a broad portfolio across sustainability, energy management and decarbonisation and will have the experience and credibility to lead a diverse team across these areas.

This role offers a fantastic opportunity for a Sustainability professional to take up a leadership role across a diverse and complex organisation in a vibrant city. The candidate brochure can be viewed at <https://online.flippingbook.com/view/262832899/>

To learn more please contact our retained search advisors  
Craig Douglas ([craig.douglas@mrqglobal.com](mailto:craig.douglas@mrqglobal.com)) / 07355 093 394) and  
Ben Duffill ([Ben.duffill@mrqglobal.com](mailto:Ben.duffill@mrqglobal.com)) / 07976 125 010) at MRG.  
Applications should consist of a CV and cover letter and can be sent to  
[craig.douglas@mrqglobal.com](mailto:craig.douglas@mrqglobal.com).

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.*

## **2. The School / Division**

Please find further information regarding the school/division at <http://www.sussex.ac.uk/sef/>  
<http://www.sussex.ac.uk/schoolsandservices/professionalservices/estates-facilities>

### 3. Job Description

#### Job Description for the post of: Head of Sustainability

<b>Department:</b>	Estates, Facilities and Commercial Services
<b>Section:</b>	Estates and Facilities Management
<b>Location:</b>	Bramber House
<b>Grade:</b>	9
<b>Responsible to:</b>	Deputy Director of Estates
<b>Responsible for:</b>	Sustainability Engagement Officer Interim Net Zero Policy Officer Senior Sustainability Performance Officer Graduate Associates x 2 Additional posts to be recruited as part of the Sustainability Programme

#### Role description:

The Head of Sustainability will be responsible for providing strategic direction to the University on “full-service” sustainability (social, community, environmental and economic as defined by the 17 UN Sustainable Development Goals) and for implementing the Sustainability Strategy, including decarbonisation and energy reduction, environmental management and Scope 3 emissions, as well as sustainable education and research.

This role will oversee the development of a front facing team that will offer expert advice, co-ordination and stakeholder engagement, and business and behavioural change across the University from environmental issues within Estates to embedding social impact and sustainability within teaching, learning, operations and research, as well as engaging and developing joint Sustainability proposals with external bodies.

---

#### PRINCIPAL ACCOUNTABILITIES

1. Provide leadership to a number of teams, promote and maintain a high-quality Professional Services department, engendering a culture of continuous improvement.
2. Responsible for setting the standards of delivery in areas of responsibility and ensuring appropriate resources are available.
3. Set direction and vision for departments ensuring resulting policies are in alignment with strategic objectives.
4. Work in partnership with other internal and external stakeholders to ensure strategic alignment of service.
5. Lead the development, review and delivery of the Sustainability Strategy.
6. Lead the implementation of the Carbon Management Plan.

7. Provide expert advice to the University Executive Team and other key stakeholders on matters of policy and strategy relating to Sustainability.
8. Act as the operational lead on all aspects of stakeholder engagement on sustainability including behaviour, culture and business change programmes and collaborating closely with communications and marketing colleagues to promote sustainability in all forms of media, marketing and promotional materials.

## **KEY RESPONSIBILITIES**

### **1. Departmental Leadership**

- 1.1 Provide leadership across a number of teams, setting standards of service, targets and objectives.
- 1.2 Ensure the appropriate allocation of resources to achieve targets and objectives including the selection, induction, performance management and development of all members of the department.
- 1.3 Set departmental the direction and vision ensuring service and departmental culture are in strategic alignment with the institution.
- 1.4 Support the development of others, providing leadership and coaching in area of expertise.
- 1.5 Foster an ethos of continuous improvement.

### **2. Service Delivery**

- 2.1 Working within overall university policy and procedure, ensure the effective management of responsibilities in the area of expertise. Plan and allocate resources to support the achievement of departmental targets and objectives.
- 2.2 Development of departmental/functional strategic plans.
- 2.3 Ensure effective service delivery within area of responsibility.
- 2.4 Provide reports and other communication media internally and externally as appropriate. To undertake analysis, interpretation and presentation of complex and conflicting information to inform decisions related to subject area.
- 2.5 Identify critical issues when resolving problems particularly where there is complex or competing information and use university strategy and objectives to make decisions.

### **3. Strategy and Planning**

- 3.1 Based on a broad and deep set of knowledge and experience, set strategic direction in areas of responsibility.
- 3.2 Shape policy development and provide guidance on strategic agenda.
- 3.3 Ensure appropriate governance is in place for area of expertise.
- 3.4 Ensure that policies, standards and design guides are maintained in line with legislation and best practice.
- 3.5 Ensure that the University is in a position to benefit from external funding opportunities relating to Sustainability through the timely preparation of grant applications.

#### **4. Customers and Stakeholders**

- 4.1 Proactively engage with internal and external stakeholders, colleagues or students to ensure the effective delivery of strategic objectives, initiate and develop relationships, providing analysis of data and information to inform decisions as necessary, showing appropriate sensitivity when needed.
- 4.2 Persuade, influence and negotiate as appropriate to further the objectives of the University.
- 4.3 Create and lead a community-facing approach to Sustainability related initiatives. This will include developing and implementing mutually beneficial activities and representing the University on a variety of external boards, organisations, associations and conferences, raising the profile and reputation of the University.

#### **5. Reporting**

- 5.1 Lead the University's reporting of Sustainability metrics including the Times Higher Education Impact Rankings, QS Sustainability Rankings, People and Planet League, Sustainable Leadership Score Card and have editorial responsibility for the production of the Universities annual sustainability report.
- 5.2 Report to official University groups related to Sustainability, including University Executive Team and subordinate committees, and the Sustainability Programme Steering Group.

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

## **INDICATIVE PERFORMANCE CRITERIA**

- Leading a team of up to ten staff
- Manage an operational budget of £100K per annum and any associated draw down from the Capital Plan
- Responsible for the achievement of our KPI for Council of being net zero by 2035 and any future KPIs related to the implementation of the Sustainable Sussex Strategy
- The post holder reports to the Deputy Director of Estates, Facilities and Commercial Services, but enjoys a defined level of autonomy and responsibility to enable the post holder to manage their own work and that of their reporting managers to achieve their agreed objectives. The role holder also supports the senior leadership team of their Division to achieve the strategic and operational goals of the University, Professional Services & their Division. The post holder is expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the Division's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.
- Balance effectiveness and cost-efficiency in the management of the budgets you are accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently

## **PERSON SPECIFICATION**

### **ESSENTIAL CRITERIA**

1. Educated to degree level, or with an equivalent level of experience commensurate with the seniority of the post
2. Proficiency in Sustainability, with broad and deep knowledge and understanding of field and the relationship between different fields.
3. Highly effective leadership skills with the ability to motivate others to achieve.
4. Excellent oral and written communication skills with the ability to present concepts, vision and strategy in a way that can be understood the audience.
5. Well-developed planning and organisational skills, including project management with the ability to delegate to team members.
6. Excellent interpersonal skills with the ability to effectively influence, persuade and negotiate in area of expertise, effectively contribute to team working to build and develop working relationships.

7. Well-developed analytical skills with the ability to generate effective solutions from concepts and vision and make effective decisions to deliver vision
8. Effective IT skills on MS platform.
9. Exceptional experience in the management of change.
10. Experience of working in a multi-agency environment, involving public, private and voluntary sector bodies.

#### **ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. Experience of creating and delivering Sustainability strategies.
2. Experience of creating policies, standards and design guides that relate back to strategy.
3. Excellent knowledge of trends and best practice in all branches of Sustainability.
4. Experience of preparing funding bids and grant applications, particularly in respect of energy efficiency, decarbonisation or sustainable travel.
5. Ability to communicate complex issues relating to Sustainability via reports, presentations, media content and in-person briefings.
6. Strong track record in event management and facilitation

#### **DESIRABLE CRITERIA**

1. Knowledge of the Higher Education sector.
2. Sound knowledge of systems related to Sustainability (EMS, BMS and other tools).
3. Membership, and active involvement in, relevant professional body.
4. Knowledge and experience of delivering behaviour change campaigns – preferably using the Government's EAST framework