1 Advertisement
Post Title: Graduate Sustainability Associate (University Wide) X2
School/department: Sustainability Team (University Wide)
Hours: Full time considered up to a maximum of 36.5 hours FTE
Requests for flexible working options will be considered (subject to business need).
Contract: fixed term for 13 months
Reference: 7056
Salary: starting at £19,623 per annum
Placed on: 03 November 2021
Closing date: 06 January 2022 Applications must be received by midnight of the closing date.
Expected Interview date: to be confirmed
Expected start date: to be confirmed

This vacancy is only open to University of Sussex graduates from 2019/20/21 both UG and PGT

The University is committed to being one of the most sustainable universities in the world. Our Strategy Sustainable Sussex, sets out our road map for achieving this goal.

The University wide Sustainability Team is now looking to recruit two new Graduate Associates to support the Sustainability Manager to help deliver the commitments set out in our strategy in a highly strategic, organised, managed and professional way

The successful post holders will:

- Assist with analysing the existing sustainability performance of the University – including helping to gather and interpret data for benchmarking exercises
- Research good practice in terms of improving the sustainability of the university – seeing what we can learn from other institutions and sectors
- Support the sustainability manager to develop policies and procedures for making the university as green as possible in line with the UN Sustainable Development Goals
- Provide a range of administrative and project support functions to help the team produce and begin to deliver a sustainability strategy.
- Help improve sustainability within the universities supply chain through supporting the evolution of an ethical procurement policy and improved contract management.
- Help increase awareness of sustainability and staff and student engagement in bringing the strategy to life.

The successful candidates will be creative and outgoing with: excellent research and communication skills; experience of handling large volumes of work within defined timescales: excellent attention to detail and the ability to plan and organise their work.

Applicants should be a graduate from any undergraduate or taught postgraduate course at the University of Sussex course in 2019, 2020 or 2021.
This vacancy is part of the Sussex Graduate Programme, which offers work on campus with a professional services department. Develop your employability skills through genuine and meaningful work experience.

Please contact s.waugh@sussex.ac.uk for informal enquiries.

For full details and how to apply see our vacancies page

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/schoolsandservices/professionalservices

3. Job Description

Job Description for the post of: Graduate Sustainability Associates

Department: Estates, Facilities and Commercial Services

Section/Unit/School: Sustainability Team (University Wide)

Location: Bramber House, University of Sussex

Grade: G3

Responsible to: The University’s Sustainability Manager or Sustainability Engagement Officer

This is an exciting opportunity for a graduate intern to help support in the development of university wide sustainability policy and practice. You will be working help realise all of the UN sustainable development goals from promoting greater gender equality to achieving more sustainable consumption and production, the team will set direction and bring about large-scale policy and culture change within the university.

Led by the sustainability manager, you will be part of the team that has responsibility for delivering the following key objectives set out in the Sustainability Strategy:

1. Ethical Educators – we will embed sustainability into all aspects of student learning and experience
2. Decarbonising the Economy – we will reach net zero by 2035 through our action plan for achieving this
3. Civic Leaders and Partners – we will positively impact the community through a sustainable supply chain, social responsibility and low transport emissions
4. Environmental Champions – we will promote biodiversity and sustainable food, waste and water consumption and recycling.

Key responsibilities:
The successful candidate will support the delivery of the university wide sustainability strategy through the completion of the following tasks.

1. **Undertake regular data gathering and analysis to understand how the university is performing in terms of a number of benchmarking metrics and environmental standards.**
   - Create and maintain spreadsheets for capturing existing university performance data
   - Issue calls for information to gather data from across the University
   - Keep up to date with various benchmarking methodologies such as the Times Higher Education Impact Rankings and ISO environmental accreditation standards so that they can be applied to central analysis
   - Collaborate with the data analysts in the planning team to ensure that information and knowledge is effectively shared and collected in relation to sustainability
   - Liaise with suppliers within Sussex Estates and other contractors to capture and help to analyse their environmental and social performance data.

2. **Conduct research into existing good practice and wider developments in sustainability policy and innovation that may be suitable for adoption at the University of Sussex**
   - Conduct desk-based research into good practice for all of the sustainable development goals – contacting exemplar external organisations for more information about their work
   - Support the sustainability manager to agree stretching but realistic and achievable targets and policies for improving sustainability – including the drafting of business cases to secure necessary funds
   - Help to pilot practical behavioural change projects on campus and evaluate their success
   - Assist in drafting evidence-based policy and procedure documents based on sound research.

3. **Provide administrative and project support to the university wide sustainability team.**
   - Help respond to enquiries from staff and students about sustainability policy and practice at the university – including those who want to collaborate with the team
   - Log consultation responses and feedback
   - Assist with providing secretariat support to various task finish groups to improve sustainability – e.g. taking minutes and assisting with meeting invites, and preparation of committee papers.
   - Support the team with organising and hosting events
   - Provide project support to the sustainability manager – helping to create various timelines and plans for achieving outcomes
   - Help to create various documents in Microsoft Word – such as power point presentations.
   - Help organise events and competitions

**Opportunities for professional development**
The successful candidate will have an opportunity to learn about policy and strategy making from a former head of UK government strategy in a range of areas including renewable fuels and energy efficiency policy.

They will receive full training on how to undertake research in a work-based context, to produce reports and analyse management information. They will also get an excellent practical working knowledge of sustainability policy and practice.

All University of Sussex staff have access to professional development opportunities in areas such as equalities, IT, wellbeing and cultural awareness.

You will also have access to a community of graduates working on campus in similar roles, and one-to-one support from a Careers Consultant.

You will have the opportunity to learn from our Careers Consultants and employer engagement experts, and understand the higher education, sustainability and work placement landscape. You will meet academics and professional services staff working in a large variety of roles within the University of Sussex and beyond. You will have the opportunity to visit employers and attend networking events to meet new contacts and widen your network.

This job description sets out current duties of the post that may vary from time to time without changing the general character

4. **Person Specification**

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<th>Skills/abilities</th>
<th>Essential</th>
<th>Desirable</th>
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<td>Organisation skills and able to prioritise and meet deadlines</td>
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<td>High level of attention to detail</td>
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<td>Excellent written and oral communication skills</td>
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<td>Able to work as part of a team and to take the initiative</td>
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<td>Excellent desk-based research skills</td>
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<td>High level of numeracy and ability to spot trends in data</td>
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<td>IT literate; accurate use of MS Office including Word, Outlook, Excel. Able to quickly learn and use new systems</td>
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<td>Strong interest and passion for promoting sustainability</td>
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<th>Experience</th>
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<td>Experience of completing research and/or data analysis projects to deadline with limited supervision</td>
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<td>Previous work experience in an office environment</td>
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<td>Previous experience of successful event management</td>
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**Qualifications**

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<th>2020 or 2021 graduate of the University of Sussex in any discipline</th>
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**Personal attributes and circumstances**

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<th>Positive and flexible attitude</th>
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<th>Willingness to sharing insights into the student experience at Sussex</th>
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<th>Commitment to life-long learning and personal development</th>
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Date: October 2021