



1 Advertisement

Post Title: Senior Sustainability Policy Officer (University Wide)

School/department: Estates, Facilities and Commercial Services

Hours: Full time or part time hours considered up to a maximum of 1FTE

Requests for flexible working options will be considered (subject to business need).

Contract: Permanent

Reference: 7348

Salary: starting at £34,304 to £40,927 per annum,

Placed on: 28 January 2022

Closing date: 18 February 2022 Applications must be received by midnight of the closing date.

Expected Interview date: tbc

Expected start date: tbc

Are you passionate about sustainability? Do you want to be part of the core team making Sussex one of the most Sustainable Universities in the world?

In July 2021 we published [Sustainable Sussex](#), the first University of Sussex Sustainability Strategy that sets out our road map for reaching net zero by 2035.

The University is now looking to recruit a talented sustainability professional to support our Sustainability Manager to deliver the new environmental, social and economic commitments set out within our Sustainability Strategy and to play a lead role in managing sustainability operations and business as usual activities across the institution.

The successful post holder will:

- Successfully project manage the delivery of key sustainability projects and initiatives identified with the University Sustainability Strategy as agreed with the Sustainability Manager – these are likely to include, but not be limited to project to embed sustainability further in student experience, research, procurement, transport, waste, energy, projects, food, water and environmental management and education.
- Assisting the sustainability manager to develop new sustainability policies and procedures (environmental, social and economic), for example: sustainable water, business travel and project waste policies
- Take an active role in embedding new sustainability initiatives within organisational culture, smoothing out implementation problems and helping the organisation to move towards higher levels of operational maturity
- Respond to requests from across the business for support and internal consultancy on how to make projects and initiatives across the campus more sustainable – including providing a sustainability perspective on various committees and task finish groups as appropriate
- Oversee the management of the sustainability team inbox, ensuring that all queries, complaints and suggestions are responded to appropriately

- Assist the sustainability manager in managing the team's budget – ensuring necessary record keeping, invoices, purchase order and value for money procedures are adhered to at all times
- Produce necessary project management materials and documentations, such as the preparation of business cases, project plans, risk registers and highlight reports as required
- Deputise for the Sustainability Manager at meetings (external and internal) and during holidays, as required
- Establish effective internal and external stakeholder networks and relationships
- Undertake best practice research on sustainability topics to support internal policy and operational development
- Directly line manage a graduate sustainability associate – training and coaching them to be effective in the role in a manner that is consistent with dignity and respect.

The successful candidates will be an experienced sustainability professional who has a track record of improving sustainability at an institutional level, either as an external consultant or an internal member of staff.

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: Senior Sustainability Policy Officer (University Wide)

Department: Estates, Facilities and Commercial Services

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

Location: Bramber House, University of Sussex

Grade: G7

Responsible to: The University's Sustainability Manager

This is an exciting opportunity to work across all areas of the University to improve institutional policy and practice on all aspects of environmental, social and economic sustainability as set out within the 17 United Nations Sustainable Development Goals.

Ultimately you will play a key role in ensuring that we are on track to deliver on the vision set out in our Sustainability Strategy of being one of the most sustainable universities in the world.

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.

PRINCIPAL ACCOUNTABILITIES

- Provide objective and expert information, advice and guidance to the organisation on improvements to services and activities related to sustainability.
- Assess queries and potential issues, identifying options and recommending solutions, liaising closely with relevant operational teams.
- Support the implementation of improvement solutions through planning, policy, project management and operational delivery.

KEY RESPONSIBILITIES

1. Work closely with relevant internal and external stakeholders, encouraging sharing of best practice and collaboration in improving processes and procedures.
2. Develop and maintain effective relationships across the organisation to engender confidence and trust in the advice provided at all stakeholder levels
3. Provide advice on best practice based on regularly updated knowledge within own area of expertise.
4. Identify options and make recommendations to address or improve problem areas.
5. Provide expertise and support in understanding the impact of the recommended action and help to build plans for implementation
6. Lead the design and delivery of policies and support materials for implementation plans where appropriate
7. Support senior leaders within the relevant area on the production and maintenance of project plans for solution implementation and ensure that these are shared with key stakeholders
8. Support the development of others, providing training and coaching in area of expertise
9. Foster an ethos of continuous improvement
10. Proactively ensure effective service delivery
11. Plan and implement improvements to systems and procedures in area of responsibility to ensure effective administration within area of responsibility.
12. Provide reports internally and externally as appropriate. To undertake analysis, interpretation and presentation of standard data to inform decisions related to subject area.

13. Ensure projects are successfully managed in line with institutions project management methodology - Identifying and managing project dependencies
14. Maintain appropriate records and documentation commensurate with policy and procedure.
15. Carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

DIMENSIONS

- This role has line management responsibilities
- This role is likely to have some delegated budget responsibility in the future
- The post holder reports to the Sustainability Manager, working under general direction within a clear framework the post holder will manage their own work (and possibly their direct reports) to achieve their agreed objectives. The role holder will play a key role in supporting the Divisional leadership team 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.
- They will support achievement of the University'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.
- They will 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

This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Of graduate calibre with relevant professional qualification or experience, as appropriate to the discipline (see role-specific criteria below)
2. Effective planning and organisational skills, including project management.
3. Well-developed interpersonal skills with the ability to quickly build rapport with the ability to effectively influence others in area of expertise, effectively contributing to team working

4. Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries, with the ability to present complex ideas in a way that can be understood by most employees
5. Ability to work flexibly within a small team and on own initiative.
6. Competent IT skills to effectively manager own workload

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Good working knowledge of sustainability policy and practice acquired in any sector – either as an external consultant or internal employee
2. A passion and commitment to achieving the vision set out in our sustainability strategy
3. Commitment to continuous professional development in area of expertise
4. Experience of successfully developing and implementing policies
5. Good research, analysis and problem-solving skills (both qualitative and quantitative)
6. Track record of delivering operational improvements – often from a position of ambiguity or failure
7. Experience of supervising the work of others, including coaching and supporting performance improvements
8. Strong personal resilience and flexibility to be able to thrive in a fast moving, high pressure environment – ability to work at pace with high degree of accuracy in the face of multiple competing deadlines.
9. A commitment to championing equality, diversity and inclusion.

DESIRABLE CRITERIA

10. Two years' experience in a similar role
11. A Master's degree in a relevant discipline
12. A project management qualification