



1 Advertisement

Post Title: Sustainability Performance Officer (University Wide)

School/department: Estates, Facilities and Commercial Services

Hours: Full time or part time hours considered up to a maximum of 36.5 hours

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

Contract: Permanent

Reference: 7347

Salary: starting at £30,497 to £34,304 per annum

Placed on: 17 December 2021

Closing date: 26 January 2022 Applications must be received by midnight of the closing date.

Expected interview date: to be confirmed

Expected start date: 16 March 2022

Do you love monitoring and improving organizational performance and have a passion for building a more sustainable world?

In July 2021 we 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 a talented sustainability performance officer to deliver and improve all aspects of environmental and social governance at an institutional level.

The successful post holder will:

- Put systems in place for recording and analysing all quantitative and qualitative aspects of sustainability performance across the University (environmental, economic and social)
- Compile the Universities Annual Sustainability Report and other publications under the editorial leadership of the Sustainability Manager
- Gather the necessary sustainability benchmarking data for submission to relevant sustainability league tables, including the Times Higher Education Impact Rankings, People and Planet League Table and the QS rankings
- Put in place systems to measure institutional performance against the net zero, waste reduction and biodiversity targets as set out in our Sustainability Strategy – identifying gaps in knowledge, trends in data and opportunities for improvement
- Support the sustainability manager in setting appropriate annual interim targets and key performance targets and report on their achievement to both the University Sustainability Committee and Council
- Track progress on achieving all forty-three commitments set out in the Annual Sustainability report and report this to the Sustainability Committee and Council
- Provide a regular monthly performance report on sustainability to the University Executive Group
- Work with the Sustainability Manager and colleagues across the University to develop performance improvement plans for areas that require them

- Undertake specific projects, as requested by the Sustainability Manager, in relation to achieving various accreditations, standards and awards, this may include but not be limited to – Real Living Wage accreditation, sustainable procurement accreditation, ISO or PAS standards and Green Gown Awards.
- Support Procurement and Project Management colleagues to set appropriate KPIS in relation to sustainability within commercial contracts
- Help embed environmental and social governance considerations in wider institutional governance arrangements, policies and procedures
- Regularly meet with members of the supply chain and other relevant stakeholders to assess their sustainability performance and ensure that this is fed into reporting in conjunction with senior Estates and Facilities Management and Procurement Leaders
- Create best practice case studies to showcase performance to a range of internal and external stakeholders
- Keep track on developments in environmental and social governance and associated risks and opportunities that the institution face in this area
- Produce clear, accurate and engaging dashboards, graphs and other forms of management data representations as required by the Sustainability Manager

The successful candidates will be highly organized and analytical with excellent quantitative and qualitative research and reasoning skills. They will have a track record of putting in place effective new systems to record, interrogate and draw conclusions from a wide range of evidence sources. In doing so they will form excellent relationships with a very wide range of co-workers and stakeholders from across the institution. They will have a passion for both sustainability, data integrity and performance improvements.

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: Sustainability Performance Officer (University Wide)

Department: Estates, Facilities and Commercial Services

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

Location: Bramber House, University of Sussex

Grade: G6

Responsible to: The University's Sustainability Manager

This is an exciting opportunity to work across all areas of the University to establish a culture of embedded environmental and social governance and to improve institutional performance and reporting 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 our ambitions to be 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 information, advice and guidance for managers within the organisation on performance improvements to services and activities related to sustainability.
- Carry out analysis, reporting and other environmental and social governance activities that contribute to the achievement of departmental priorities and goals.
- Contribute to the development of a strong data and evidence led approach to decision making by providing robust and insightful data on agreed performance indicators.
- Help to improve and standardise the use of sustainability metrics and analytics across the University and to provide advice to colleagues, with the aim of establishing best practice around the use, interpretation and promotion of qualitative and quantitative sustainability data.
- Support the implementation of improvement solutions through planning and project management.

KEY RESPONSIBILITIES

- Develop and maintain both effective relationships and information systems as required to evaluate, plan, track, monitor and report on all institutional environmental and social governance and sustainability performance activities.
- Monitor and analyse Key Performance Indicators and other metrics, to assist in the identification of risks, errors, problems and improvement opportunities. This includes achievement of our net zero, waste and biodiversity net gain targets
- Identify and source additional information as needed to support decision making processes.
- Compile and present appropriate reports and good practice case studies for key stakeholders, including narratives to clarify meaning and aid decision. This includes leading on the compilation of the Universities annual sustainability report and Times Higher Education Impact Ranking and other league table submissions (e.g. QS Rankings and People and Planet League) – under the editorial guidance and supervision of the Sustainability Manager
- Stay up-to-date with current developments in data analysis and be aware of best practice in tools, techniques and trends in relation to environmental and social governance
- Provide advice to managers on best practice based on regularly updated knowledge in relation to sustainability performance - Identifying options and make recommendations to address or improve problem areas including helping to build plans for implementation
- Lead the design and delivery of support materials for implementation plans where appropriate
- Act as the team lead for achieving environmental and social accreditations, including working with procurement and other colleagues around institutional accreditations such as ISO standards and real living wage standards.
- Support the Sustainability Manager in applying for institutional awards and other forms of performance recognition
- Work collaboratively across other similar roles within the organisation and externally
- Carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

DIMENSIONS

- This role does not have any budget responsibility or any responsibilities for equipment or premises.
- The post holder reports to the Sustainability Manager, working under comprehensive direction within a clear framework the post holder will manage their own work and achieve their agreed objectives. In doing this they ultimately support the achievement of the strategic and operational goals of the University, Professional Services & their Division. The post holder may be 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 Universities 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, 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. Good secondary education.
2. Effective planning and organisational skills.
3. Good interpersonal skills with the ability to build rapport
4. Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries, providing explanations where needed with the ability to identify the most effective medium.
5. Analytical skills with the ability to manipulate both qualitative and quantitative data to generate effective solutions and make effective decisions
6. Ability to work flexibly within a small team and on own initiative.
7. Competent IT skills to effectively manager own workload

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Good working knowledge of at least one of the following areas (environmental and social governance, performance improvement, quality assurance and/or data analysis) or other relevant area of expertise
2. A passion and commitment to improving institutional sustainability performance and data analysis capability
3. Commitment to continuous professional development in area of expertise
4. A track record of establishing new systems for reporting and analysing performance data that are simple to use, non-bureaucratic and effective
5. Evidence of being able to write succinct and accurate reports that are accessible to the public lay person
6. Ability to display data (quantitative and qualitative) in engaging visual ways
7. 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.

DESIRABLE CRITERIA

8. Two years' experience in a similar role (e.g. environmental and social governance, performance improvement, planning, quality assurance or data analysis)
9. Accredited professional competence at certificate level
10. A project management qualification or project management office experience
11. Experience of undertaking benchmarking exercises and or undertaking league table or accreditation submissions
12. Previous experience of establishing and reporting on key performance indicators.