



University
of Exeter

THE POST

College/Service:	Sustainability Team - Finance, Infrastructure and Commercial Services
Post:	Sustainability Officer
Reference No:	P88366
Grade:	E
Reporting To:	Sustainability Manager
Responsible For:	No line management responsibility

The above permanent post is available immediately in the Finance, Infrastructure and Commercial Services Division.

Job Description

The Sustainability Coordinator sits within the Sustainability Team. Based within the Finance, Infrastructure and Commercial Services Division, the Sustainability Team is a major contributor to delivering on the University's [Strategy 2030](#) commitment to 'lead meaningful action against the climate emergency and ecological crisis.' The team has responsibility for delivering on the University's net zero and environmental net gain targets and this role will support work relating to a wide range of sustainability projects including communications and engagement, environmental management system and benchmarking.

Main purpose of the job:

To assist in the achievement of the University's sustainability commitment through the development and delivery of sustainability projects and initiatives.

Main duties and accountabilities:

- Support the delivery of the University's Environment and Climate Emergency Policy Statement through leading on some projects and supporting on others.
- Support the delivery of a range of university-wide sustainability initiatives relating to, for example, communication and engagement, benchmarking and the delivery of faculty/divisional sustainability plans.
- Contribute to the implementation of an Environmental Management System in accordance with the requirements of the certifying body. Assist in the development of new processes and procedures in collaboration with a range of internal and external stakeholders.
- Manage the University's environmental compliance register ensuring that it is kept up-to-date with all relevant environmental legislation and other requirements. Act as the main point of

contact for enquires relating to environmental legislation. Support relevant members of staff to ensure documentation is retained correctly and according to legal requirements.

Communication and Liaison

- Establish and maintain impactful working relationships with staff and students across the University and external partners.
- Be an advocate of student engagement, creating and facilitating student opportunities that increase sustainability awareness and participation.

Decision Making

- Provide specialist advice to inform decision making within the Sustainability Team.

Planning and Organising Resources

- Manage multiple projects under the supervision of line manager.

Problem Solving

- Identify gaps in information and conduct analyses in order to make recommendations to solve/resolve problems and issues with both short-term and long-term consequences.

Analysis and Reporting

- Gather and analyse quantitative and qualitative data and present recommendations through briefings, presentations and reports.
- Gather and interpret information to inform the University's submission to the Times Higher Education Impact Rankings and other benchmarking schemes.

This job description summarises the main duties and accountabilities of the post and is not comprehensive. The post-holder may be required to undertake other duties of similar level and responsibility.

Person Specification

Competency	Essential	Desirable
Attainments/Qualifications	<ul style="list-style-type: none"> • Educated to A level or equivalent qualification/experience. 	<ul style="list-style-type: none"> • A degree or equivalent in a relevant discipline. • Membership of a relevant professional body.
Skills and Understanding	<ul style="list-style-type: none"> • Knowledge of a range of sustainability matters. • Excellent organisational and planning skills with ability to manage own workload, set day-to-day priorities and work to deadlines, while remaining calm under pressure. • Ability to communicate verbally and in writing in a professional, well-articulated and succinct manner and able to flex style to suit the audience. • Ability to manage projects effectively. 	

	<ul style="list-style-type: none"> • Ability to work independently and reliably with minimum supervision and as part of a team. • Ability to proactively plan and anticipate issues and respond promptly to address outcomes. • Ability to interpret and present data and statistics and to produce meaningful reports. 	
Prior Experience	<ul style="list-style-type: none"> • Experience in the development and delivery of sustainability policies and projects. • Experience in researching and collating material to produce high-quality written information for reporting and awareness raising purposes. • Experience in leading partnership working with internal and external stakeholders to reach an agreed objective. 	<ul style="list-style-type: none"> • Experience in the delivery or auditing of environmental management systems.
Behavioural Characteristics	<ul style="list-style-type: none"> • Confident, with excellent interpersonal skills when dealing with internal and external contacts. • Ability to build and maintain constructive working relationships and to liaise effectively with stakeholders. • Ability to contribute to a positive team working culture, be flexible and adaptive to changes in areas of responsibility. 	
Circumstances		

Informal Enquiries

Before submitting an application you may wish to discuss the post further by contact Lianne Moore, Sustainability Manager, L.moore@exeter.ac.uk.