

## THE POST

**College/Service:** Sustainability Team - Finance, Infrastructure and Commercial Services

**Post:** Sustainability Manager (Biodiversity)

**Reference No:** P88368

**Grade:** F

**Reporting To:** Head of Sustainability Programmes

**Responsible For:** None

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

## **Job Description**

The Sustainability Manager (Biodiversity) is a position 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 be responsible for developing and delivering a strategy and plan for nature positive and environmental net gain.

## **Main purpose of the job:**

The main purpose of the job is to provide expert advice on biodiversity monitoring, measurement, protection, enhancement and recovery; and to develop and deliver strategy, plans, policies and processes to ensure the University's delivers on its environmental net gain commitment in Strategy 2030 and meets the commitments made under its Nature Positive Universities Pledge. The role also involves working on a range of sustainability projects and initiatives to support the delivery of the commitments in the University's Environment and Climate Emergency Policy Statement.

## **Main duties and accountabilities:**

- Develop and implement a strategy and plan for environmental net gain/nature positive.
- Develop and monitor a suite of metrics to be used to: report within the University on status and trends in onsite biodiversity; provide advice on, and evidence of, achieving net gain on development projects; and to set targets and progress towards environmental net gain in the University's operations and supply chain.
- Identify a pipeline of biodiversity projects on university land incorporating potential biodiversity improvements, quantifying costs, amenity value and wellbeing improvements.
- Work closely with relevant teams to assess indirect biodiversity impacts, for example, through our supply chain and carbon footprint. Develop action plans to address these impacts and monitor and report progress against these plans.

- Lead on the development of appropriate strategies, policies and processes to support the achievement of the University's environmental net gain commitments.
- Work closely with the Sustainable Buildings Manager to ensure the Sustainability Design Guide optimises the biodiversity outcomes on all capital projects and has input from the Grounds Team on future maintenance.
- Facilitate the work of the Biodiversity Task and Finish Group. Consult the group on the development of biodiversity metrics, identification of biodiversity projects and the setting of biodiversity targets.
- Lead or contribute to projects across the Sustainability Team in order to help ensure achievement of the team's overall objectives. Includes planning projects, co-ordination of activities and managing staff, consultants and contractors to deliver projects within scope, on time and within budget.

### **Communication and Liaison**

- Develop high quality relationships with a range of internal and external stakeholders at all levels.
- Represent the University externally on local, national and international groups.
- Seek opportunities for collaborative working internally and externally including setting up and leading networks and groups and cross-university projects.
- Instigate and facilitate consultation a wide range of stakeholders to co-design strategies and plans.
- Proactively engage with stakeholders across the University to promote and embed a culture of sustainability. Provide specialist advice and support to colleagues across the University on biodiversity matters.

### **Decision Making**

- Review best practice and innovations in biodiversity monitoring, measurement, protection, enhancement and recovery, and advise on suitability for introduction.
- Decide on prioritisation of own work. Set own operational targets within broadly agreed strategy with significant freedom to resolve conflicting priorities and manage demanding workloads and changing priorities.

### **Planning and Organising Resources**

- Responsible for managing specific projects and initiatives.
- Contribute to resource and budget planning of sustainability programme and ensure products and outputs are delivered to time and budget.
- Manage procurement and contracts to ensure value for money for the University.
- Work closely with colleagues in the collegiate University and externally, to identify collaborative opportunities, maximise synergies and put together bids for internal and external funding.

### **Problem Solving**

- Gather and analyse quantitative and qualitative data and present recommendations through briefings, presentations and reports.
- Identify gaps in information, and conduct analyses to solve/resolve problems and issues with both short-term and long-term consequences.
- Prioritise competing demands and proactively manage large workloads and busy schedules whilst liaising closely with senior management and external contacts to keep them informed of any progress or changes to arrangements.

- Resolve conflict arising from controversial issues with project stakeholders as well as other internal and external colleagues.

### **Analysis and Reporting**

- Prepare quantitative and analytical reports for internal and external stakeholders on the implications of organisational decisions and plans against the University's environmental net gain commitments.
- Establish and monitor key performance indicators and regularly review performance against external benchmarks.

### **People Management**

- Support skills development amongst key internal and external stakeholders to build their engagement, capacity and capabilities to contribute to the delivery of the University's environmental net gain commitments. As part of this, design and deliver workshops, webinars, training and guidance for staff.

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**

<b>Competency</b>	<b>Essential</b>	<b>Desirable</b>
Attainments/Qualifications	<ul style="list-style-type: none"> <li>• A degree or equivalent relevant experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Membership of a relevant professional body.</li> </ul>
Skills and Understanding	<ul style="list-style-type: none"> <li>• Extensive in-depth knowledge of biodiversity matters.</li> <li>• Ability to communicate clearly with excellent oral, numeric and written communication skills.</li> <li>• Ability to develop new systems of work, policies and procedures and to be able to ensure that they are properly adopted and implemented by relevant parts of the University.</li> <li>• Ability to collate and manage datasets.</li> <li>• Ability to use own initiative to progress and achieve objectives.</li> </ul>	
Prior Experience	<ul style="list-style-type: none"> <li>• Substantial experience in biodiversity policy or practice.</li> <li>• Experience in applying biodiversity metrics to assess direct biodiversity impacts.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering biodiversity improvement projects.</li> <li>• Experience in ecological fieldwork.</li> <li>• Experience in applying biodiversity metrics to assess indirect biodiversity impacts, for example from</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience of contributing to strategic planning and of making complex decisions.</li> <li>• Experience of developing and implementing strategy and policy.</li> <li>• Programme and project management experience including ability to plan, manage, monitor, and deliver on multiple tasks and projects.</li> <li>• Experience of leading partnership working with internal and external stakeholders to reach an agreed objective.</li> </ul>	purchasing and/or developments .
Behavioural Characteristics	<ul style="list-style-type: none"> <li>• Proven leadership skills, with an ability to progress change across a large organisation.</li> <li>• The ability to build and maintain effective working relationships with a wide range of internal and external stakeholders.</li> <li>• Strong interpersonal skills including motivating, influencing, negotiating and networking.</li> <li>• Ability to direct and manage a programme of work effectively and efficiently.</li> <li>• Ability to problem solve and identify opportunities for improvement.</li> <li>• Flexible attitude and able to work under own initiative.</li> </ul>	
Circumstances		

### **Informal Enquiries**

Before submitting an application you may wish to discuss the post further by contacting Joanna Chamberlain, Director of Sustainability, email [j.chamberlain2@exeter.ac.uk](mailto:j.chamberlain2@exeter.ac.uk).