



OPPORTUNITY

Environment and Sustainability Manager

Reference: R220039

Salary: £34,304 to £40,927 per annum, Grade 10, depending on experience

Contract Type: Continuing

Basis: Full Time (36.5 hours per week)

Job description

Job Purpose:

The purpose of this key role within the Estates and Capital Development Department is to integrate sustainability throughout all activities of the University and to deliver against the strategic aims for our sustainable campus as defined in our Sustainability Strategy. The Environment and Sustainability Manager will engage with schools and Aston University Research departments throughout the University in a creative and impactful way to drive long term behaviour and operational changes to support the implementation of this Strategy.

This post will also lead on ensuring that the University remains legislatively compliant through the management of accredited schemes such as ISO 14001 and 50001 and the efficient management of waste and energy, and avoidance of pollutants to air, land and water.

Main duties and responsibilities

Governance and Strategy

- Develop and deliver the University Sustainability Strategy, being responsible for its implementation, review and continuous improvement, and reporting on implementation and progress
- Take a lead role in supporting the Sustainability Strategy Steering Group and subsidiary working groups, with responsibility for direct and supporting delivery of actions that arise from these groups relevant to the Sustainable Campus Objective
- Develop, implement and review a Sustainable Travel Strategy in collaboration with appropriate internal and external stakeholders and the Students Union
- Develop, in conjunction with the Engineering Team and relevant stakeholders, the carbon management plan including scope 1,2 and 3 with appropriate targets and awareness raising with key stakeholders including staff and students
- Develop policies and procedures to enable the University to fulfil its Sustainability Strategy and achieve continual improvement in environmental performance
- Support the Business Engagement Team and PRME (Principles for Responsible Management Education) Director to ensure alignment of the Sustainability Policy with the Corporate Social Responsibility Policy and UN PRME requirements

Compliance and Reporting

- Ensure legislative compliance through the management and maintenance of the University's ISO 14001 accredited Environmental Management System and ISO 50001 accredited Energy Management System
- Develop and report on all sustainability metrics through the production and publication of reports such as the University's annual Sustainability Report
- Liaise closely with the Projects, Engineering and Maintenance teams to ensure new and refurbished buildings align with the Sustainability Strategy, which includes assessing projects to meet the University's Sustainable Construction Specification and leading on assessing refurbishment projects to meet SKA HE standard

Engagement and influencing

- Take a leadership role on behalf of the University in the identification of innovative and sector-leading solutions to tackle the range of sustainability challenges that exist, working with colleagues on issues such as procurement, ICT, student and staff engagement, communications, behavioural change programmes, carbon and waste reduction and elimination activities and on identifying other best practice approaches
- Engage and influence stakeholders at all levels across the University, to ensure sustainability is embedded across all institutional operations.
- Coordinate the organisation of sustainability events and initiatives such as 'Go Green' week
- Undertake strategic engagement activity with key stakeholders from industry, academic and government organisations locally, regionally, nationally and internationally, to maintain an overview of best practice and deliver effective change for sustainability within Aston. This includes supporting the work that other University departments lead on with local beneficiaries such as Business Engagement, the Low Carbon SMEs programme and the work of the European Bioproducts Research Institute
- Support academics and students with final year projects focusing on the sustainable campus objective
- Support the delivery of the Sustainable Procurement Policy and achievement of the Flexible Framework
- To undertake any other duties, as from time to time may be required, commensurate with the grade of the post.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	Degree or post-graduate degree or equivalent industry/work experience.	Application form

	Essential	Method of assessment
Experience	<p>Significant experience of working on environmental or sustainability agendas</p> <p>Significant project management experience including demonstrating the ability to plan and manage multiple tasks and projects</p> <p>Substantial experience of coordinating functions and project manage multi-disciplinary teams including management of resource allocation, setting team objectives and prioritisation within resource constraints</p> <p>Experience of organising and delivering events and working with volunteers an advantage</p> <p>Experience of dealing with enquiries in a customer facing role.</p> <p>Experience of compiling information for reports.</p>	Application form and interview
Knowledge	<p>Knowledge of a wide range of environmental issues including waste, transport, biodiversity, sustainable construction and procurement.</p> <p>Knowledge of local, regional, national and international sustainability policy</p>	Application Form Interview
Aptitude and skills	<p>Exceptional understanding of sustainability concepts</p> <p>Proven ability to negotiate and secure effective and ambitious objectives to deliver change</p> <p>Ability to communicate clearly with good verbal, numeric and written communication skills</p> <p>An effective team player able to influence others through strong interpersonal,</p>	Application form and interview

	Essential	Method of assessment
	<p>leadership, presentation, and negotiation skills</p> <p>Ability to use own initiative to progress and achieve objectives</p> <p>Personal organisation and time management skills, and methodical approach to work</p> <p>Friendly, supportive and approachable</p> <p>A working knowledge of Microsoft Office packages</p> <p>Analytical and research skills</p> <p>Accuracy and attention to detail</p>	

	Desirable	Method of assessment
Education and qualifications	Degree in a related topic; sustainable development, environment and sustainability, climate change or equivalent industry/work experience.	Application form
Experience	<p>Significant experience of working on environmental or sustainability agendas, ideally within a university context</p> <p>Experience of implementing sustainability and Environmental practices as applied in HE establishments.</p> <p>Good understanding of current, relevant environmental legislation, environmental management systems and best practice.</p> <p>Practical experience of awareness raising on environmental issues.</p> <p>Experience of producing business cases and grant applications</p> <p>An understanding of environment and sustainable construction issues</p>	Application form and interview

	Desirable	Method of assessment
Aptitude and Skills	<p>Proven leadership skills, with an ability to progress a complex agenda of change across a large organisation</p> <p>An understanding of practical auditing principles</p>	Application Form and Interview

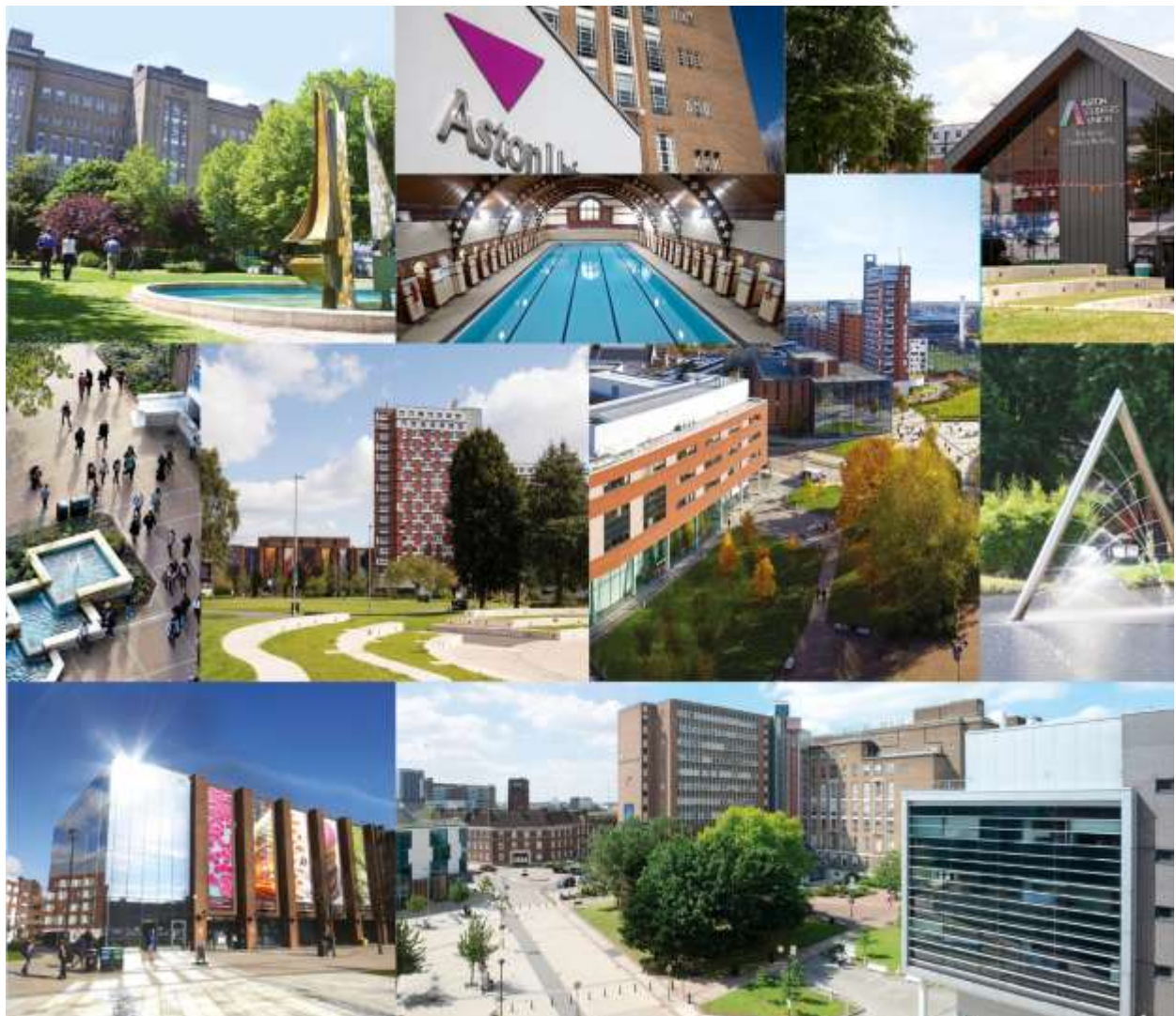
How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23:59 on the advertised closing date.
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via jobs@aston.ac.uk.



Contact information

Enquiries about the vacancy:

Name: Adrian Owen

Job Title: Deputy Director of Estates

Email: A.OWEN@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage <https://www.gov.uk/settled-status-eu-citizens-families>
Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa

<https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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gets real.**