
University of Sunderland

Role Profile

Part 1

lifechanging



**University of
Sunderland**

Sustainability Manager

Job Title:	Sustainability Manager
Reference No:	
Reports to:	Head of Environmental Sustainability
Responsible For:	
Grade:	Grade E
Working Hours:	Permanent contract, 37 hours per week for nominal purposes
Faculty/Service:	Estates and Facilities
Location:	City Campus, Chester Road, Sunderland
Main Purpose of Role:	The Sustainability Manager is a key position within the Estates and Facilities Service, working with colleagues to reduce the University's environmental impact, deliver the Environmental Sustainability Plan and develop and manage an Environmental Management System. The post holder will function as a specialist on environmental matters and represent the University as required with key external stakeholders on a local and regional basis
Key Responsibilities and Accountabilities:	<ul style="list-style-type: none">• Develop and manage an Environmental Management System• Keep abreast of changing legislation and good practice to ensure that the University is aware of the implications of new and future legislation• Act as a key advisor to the Head of Environmental Sustainability, the Estates and Facilities Senior Leadership Team and senior colleagues across the University on matters relating to the environment and sustainability.• Work collaboratively with stakeholders across the University to develop supporting policies and strategies, including biodiversity, waste and recycling, travel and sustainable education, to aid with the delivery of the Environmental Sustainability Plan• Develop and deliver a programme of communications and events to raise awareness of sustainability issues ensuring activities and initiatives are tailored to appropriate stakeholders/audiences• Report on progress towards achieving the Environmental Sustainability Plan goals• To represent the University at external meetings and events related to environmental sustainability and to collaborate with external partners, sector organisations and industry bodies in order to support a partnership approach and enhancing the University's profile and to share best practice• Assist in development of suitable training materials and delivery of appropriate environmental sustainability related training to internal colleagues• To assist in the integration of sustainability in the curriculum across the University's provision• Use specialist knowledge to contribute to the planning/ development of estates capital investment projects to ensure sustainability principles are embedded• To identify opportunities to enhance positive environmental impacts through

	<p>innovation, for example linking with teaching and research.</p> <ul style="list-style-type: none">• Any other duties consummate with the role
Special Circumstances:	<p>There may be an occasional need for evening or weekend out of hours work</p>



Part 2A: Essential and Desirable Criteria

	<p>Essential</p> <p>Qualifications and Professional Memberships:</p> <ul style="list-style-type: none">• A degree in Sustainability or another related subject or equivalent experience/ qualification <p>Knowledge and Experience:</p> <ul style="list-style-type: none">• A good understanding of Sustainability issues and knowledge of legislation.• Project management and administration skills.• Excellent organisational and prioritising skills and the ability to work under pressure and meet deadlines.• Excellent and demonstrable verbal and written communication skills, including the ability to communicate with a wide range of internal and external stakeholders.• Experience of writing reports and analysing data and information.• Experience of developing, implementing and maintaining an environmental management system through ECO Campus or ISO 14001• Experience of engaging and delivering behaviour change through sustainability initiatives and events
	<p>Desirable</p> <p>Qualifications and Professional Memberships:</p> <ul style="list-style-type: none">• Membership of a relevant professional/ industry body• Health & Safety qualification• Project management qualification <p>Knowledge and Experience:</p> <ul style="list-style-type: none">• Knowledge and understanding of the higher education sector• Experience of working in a higher education institution
<p>Competencies are assessed at the interview/selection testing stage</p>	
<p>Date Completed:</p>	<p>April 2023</p>