

## Candidate Information

<b>Position:</b>	Estates Manager - Environmental
<b>School/Department:</b>	Estates Services
<b>Reference:</b>	22/109844
<b>Closing Date:</b>	Monday 30 May 2022
<b>Salary:</b>	£42,149 - £51,799 per annum
<b>Anticipated Interview Date:</b>	Tuesday 28 June 2022
<b>Duration:</b>	Permanent

### JOB PURPOSE:

The post holder will play a leading role in embedding sustainability across the University and driving forward the University's Net Zero carbon aspirations and commitments to the Sustainable Development Goals.

Based on campus the focus of the role will be to lead on and manage a range of strategic environmental priorities and programmes whilst also contributing to the delivery of key services across the University estate. This will include overseeing and managing the development and delivery of the University's Sustainable Travel Plan, Waste Management Strategy and Staff and Student Engagement programmes.

The post holder will provide professional and specialist advice to senior management, staff, external and internal stakeholders contractors, suppliers and other key enablers on key sustainable activities to improve environmental performance.

### MAJOR DUTIES:

1. Lead, plan, develop and drive forward key strategic environmental programmes across the University which are core to delivery of the University's Net Zero ambitions and commitment to the Sustainable Development Goals including:
  - Sustainable Travel
  - Waste Management and Circular Economy
  - Staff and Student Sustainability Engagement Strategy
  - Biodiversity
  - Cross-departmental projects supporting delivery of the SDG's and Net Zero ambitions.
2. Provide professional, technical and specialist advice and recommendations, in relation to sustainability issues across the University including University wide sustainability targets and embedding of the UN Sustainable Development Goals.
3. Develop and embed appropriate sustainability management strategies and policies across Faculties and Professional Services by liaising with internal and external stakeholders to support delivery of the University's Net Zero ambitions.
4. Lead the ongoing management and implementation of the Estates Directorate ISO14001 Environmental Management System and associated systems to include audits, inspections and assessments across the University.
5. Oversee and ensure the successful delivery and promotion of sustainability messaging and campaigns throughout the year including a calendar of activities and events throughout the year to include Fresher's Week, Green Week and other points during the academic year.
6. Produce and report on environmental performance data (including annual survey and reporting requirements) and advise senior management on progress and risk. Identify and develop costed proposals for investment in projects resulting in environmental improvements and/ or longer term cost savings to reduce the University's impact on the environment and support delivery of the University's Net Zero Strategy.
7. Proactively lead and participate in relevant Sustainability and Carbon working groups contributing to the overall management of the University's sustainability aims.
8. Lead the Environmental team including Assistant Estates Managers and Project Support Officer (Sustainability) to ensure the successful delivery of key environmental programmes, policies and key service requirements.

9. Using professional expertise and knowledge, critically assess and challenge stakeholder requirements against overall project and/or institutional objectives, managing change where relevant.
10. Lead and manage the following estates services - waste management and associated contracts, car park management and fleet operations across the University estate ensuring service objectives for these key areas are met and improvements and planned and implemented in a timely manner.
11. Keep up to date with changing statutory requirements and good practice in environmental performance and ensure that the University is complying with all its statutory responsibilities. Represent the University by liaising with local councils, government environmental regulators and other local and regional organisations on environmental management issues to ensure legal compliance and improvement in environmental performance.
12. Report to, and participate in, relevant Estates Directorate working groups contributing to the overall management of the Directorate allowing the development of estate strategy, policy and practice.
13. Carry out any other duties which are appropriate to the post as may be reasonably requested by the Head of Sustainability, Head of Estates Services or Director of Estates.

**Planning and Organising:**

1. Plan and management of key strategic projects which will support deliver of the University's corporate sustainability ambitions, anticipating and responding to changes as projects evolve, ensuring overall project objectives are successfully delivered.
2. Plan and manage operational activities and associated contracts (including waste management and car parking) to ensure that the University's aims, objectives and risks are effectively managed.
3. Liaise and interface with key internal and external stakeholder groups to develop and promote progress on key environmental projects.

**Resource Management Responsibilities:**

1. Manage and supervise the work of the Assistant Estates Managers and Project Support Officer (Sustainability), and associated operational staff within the Environmental section to ensure the successful delivery of key and program and operational objectives.
2. Ensure project plan outputs and work streams are sufficiently resourced initiating corrective actions when required.
3. Manage and coordinate the procurement of consultants and contractors within the time, quality and cost parameters of the project.
4. Manage the environmental budget and expenditure to ensure maximum value is obtained.

**Internal and External Relationships:**

1. Represent and/or promote the work of the Sustainability team area (and University) at both internal and external meetings/events to ensure that relevant sustainability and operational issues are appropriately represented and acted upon.
2. Maintain contact with academic and Professional Services staff across the University to embed and deliver sustainability policies and practices across the University.
3. Interact internally and externally with key stakeholders to generate ideas and co-ordinate policy/practice developments.
4. Maintain external links with professional and/or specialist bodies or groups.

**ESSENTIAL CRITERIA:**

1. \*A degree and/or post graduate qualification (or equivalent) in an environmentally related discipline and 4 years relevant managerial experience in an environmental management/sustainability profession OR;  
\*A degree and/or post graduate qualification (or equivalent) in a business related discipline and 6 years relevant managerial experience in an environmental management/sustainability profession.
2. Strong expertise and technical and operational experience of leading and developing successful implementation programmes to embed sustainability.
3. Expertise and technical competence in a broad range of environmental management issues, including waste management, sustainable travel, environmental management systems and carbon reduction policies.
4. Specific, technical knowledge and experience in environmental management system development and ISO14001 certification waste management/circular economy- improving waste operations, strategy development and implementation of sustainable travel.
5. Experience of working for or with a large complex organisation.
6. Experience of leading teams in achieving successful project delivery.
7. Experience of engaging and working collaboratively with a range of stakeholders to achieve a desired outcome.
8. Evidence of successful management of project budgets and resources.

9. Ability to organise and direct self and others.
10. Well-developed analytical and problem solving capability.
11. Team Leadership skills.
12. Well-developed written, verbal communication skills and the ability to produce quality reports and documentation for senior managers and stakeholders.
13. Must have good interpersonal and communication skills, including the ability to persuade, motivate and organise others.
14. Must show initiative, drive and dedication.
15. Ability to plan or schedule work for days and weeks, and to respond to changing pressures or requirements.
16. Must have a flexible working attitude to meet the needs of managing the service (i.e. evenings, weekends and public holiday work as required).

**DESIRABLE CRITERIA:**

1. Associate Membership of an Environmental Professional Body (e.g. IEMA, CIWM).
2. Lead Environmental Auditor Certificate.
3. Experience of working within Higher Education.