

Candidate Information

Position: Sustainability Programme Officer
School/Department: Estates
Reference: 24/111903
Closing Date: Monday 3 June 2024
Salary: £37,841 - £45,148 per annum
Anticipated Interview Date: Thursday 27 June 2024

JOB PURPOSE:

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

The post-holder will play an integral role in driving the development and delivery of key sustainability programmes core to the delivery of the University's Net Zero Plan. This will include staff and student engagement, circular economy biodiversity programmes and cross –departmental sustainability projects

MAJOR DUTIES:

1. Developing, delivering and implementing key sustainability projects which are core to the delivery of the University Net Zero Plan including:
 - Staff and Student Sustainability Engagement
 - Waste Management and Circular Economy
 - Sustainable Procurement
 - Biodiversity
 - Cross –departmental sustainability projects
2. Deliver key sustainability engagement events throughout the academic year to support and embed sustainability across the staff and student community.
3. Support the Estates Manager (Environmental) to develop and maintain a range of sustainability management strategies and policies across Faculties and Professional Services including Green Flag, Biodiversity Action Plan, Waste Policy, Staff & Student Engagement Plan and Fairtrade Policy.
4. Develop and maintain relationships with staff and key student representatives across the University including administrative, academic staff and technical staff to develop sustainability programmes and create opportunities for cross-disciplinary engagement.
5. Report to and participate in relevant Sustainability working groups, tracking progress against objectives, making recommendations for improvements and contributing to the overall management of the University's sustainability aims.
6. Contribute to the collation and reporting of sustainability performance data, including annual survey returns and ongoing reporting requirements as required.
7. Develop and maintain relationships and engage and collaborate with external stakeholders to increase understanding of Queen's contribution to sustainability and those who can support the promotion of sustainability awareness within the University community e.g. Belfast City Council, local NGO's and social enterprises.
8. Monitor and manage budgets relating to Sustainability projects to ensure best value and maximise opportunities for financial savings.
9. Carry out any other duties associated with the role as reasonably requested by line manager or Head of Sustainability.

ESSENTIAL CRITERIA:

1. A degree and/or post graduate qualification (or equivalent) in an environmental/sustainability related discipline or substantial experience in a similar role.

2. Substantial relevant experience of co-ordinating and implementing sustainability/environmental projects/activities for or with a large complex organisation.
3. Proven success in developing, delivering and tracking and successfully implementing sustainability programmes.
4. Relevant experience of working collaboratively to build partnerships and embed sustainability.
5. Knowledge and understanding of Sustainable Development Goals and Net Zero and how this relates holistically to a large, complex organisations.
6. Excellent relationship building, team-building and leadership skills.
7. Ability to plan and manage projects successfully and to work independently and with initiative, prioritising own workload and meeting deadlines.
8. Good IT skills, including proven working experience of Microsoft Office applications, use of online survey, newsletter, web content and social media platforms.
9. Excellent communication and presentation skills, with the ability to adapt style and information to present complex information to a variety of audiences.
10. Creative, collaborative and innovative thinker and problem-solver that can formulate ideas and appropriately execute them.

DESIRABLE CRITERIA:

1. Knowledge of the higher education sector and higher education sector sustainability and environmental initiatives.
2. Experience of web-based packages and technology.