

Candidate Information

Position: Climate and Sustainability in the Curriculum Officer
School/Department: Estates
Reference: 24/112088
Closing Date: Monday 29 July 2024
Salary: £37,841 - £45,148 per annum.
Anticipated Interview Date: Friday 9 August 2024

JOB PURPOSE:

Based within the Sustainability team, the postholder will work across the University to assist academics to embed the UN Sustainable Development Goals (SDGs) within the curriculum, help to deliver extra-curricular programmes including sustainability literacy training and 'Living Lab' opportunities to help foster academic partnerships across the campus.

MAJOR DUTIES:

1. Developing, delivering and implementing Education for Sustainable Development (ESD) opportunities across the University and wider sustainability literacy programmes, including the collating, developing and promoting content, delivery where appropriate and reporting on engagement.
2. Collaborate with relevant colleagues across the University on the delivery of ESD within the curriculum.
3. Prepare and deliver ESD related engagement events throughout the academic year including workshops and presentations on sustainability and net zero.
4. Develop and deliver the University's Living Lab programme in line with the key aims of the University sustainability commitments, identifying, developing and facilitating project opportunities to integrate research and student education in delivery of sustainability solutions within the University and with external partners.
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. Collate data and information to contribute to the reporting of sustainability performance data, including annual survey returns and ongoing reporting requirements as required e.g. THE Impact Rankings, SDG Accord and Annual Sustainability report.
7. 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.
8. Develop and maintain relationships and engage and collaborate with external stakeholders to support integration of sustainability within the curriculum and increase understanding of Queen's contribution to sustainability e.g. Belfast City Council, local business, NGO's and social enterprises.
9. Contribute to the work of the wider Sustainability team, including participating in and helping to organise events.
10. Carry out any other duties associated with the role as reasonably requested by line manager or Head of Sustainability/Associate Pro-Vice Chancellor Sustainability.

ESSENTIAL CRITERIA:

1. A degree in a relevant subject or substantial relevant experience working in a similar role.
2. Substantial relevant experience in a role related to environmental sustainability and/ or teaching in a relevant field.
3. Experience of developing teaching materials.
4. Experience of planning and delivering events.
5. Experience of teaching and/or supporting teaching of ESD.
6. An excellent knowledge and understanding of the holistic nature of sustainability with experience of working in a sustainability role - including local, national and global challenges.
7. Knowledge and understanding of Sustainable Development Goals.

8. Good negotiation and persuasion skills.
9. Good IT skills including proven record in relevant data management packages.
10. Strong written and verbal communication and presentation skills.

DESIRABLE CRITERIA:

1. Membership of a professional body, e.g. The Institute of Environmental Management and Assessment.
2. Experience of working within the HE / FE sector.

ADDITIONAL INFORMATION:

Informal enquiries can be directed to: Rachel Vaughan - rachel.vaughan@qub.ac.uk