

**Job Description: Professional Service Positions**

|  |  |
| --- | --- |
| **College/School:** | Estates & Campus Services |
| **Job Title:** | Environment Officer |
| **Department:** | Sustainability |
| **Salary:** | £39,355 per annum together with USS pension benefits (Grade 8) |
| **Hours of work:** | Full time – 35 hours per week |
| **Contract:** | This is a permanent position  |
| **Location:** | This position will be based at the Singleton/Bay Campus |

|  |  |
| --- | --- |
| **Introduction** | To deliver its sustainable top 30 ambition Swansea University needs a professional services workforce with the differentiated skills necessary to ensure that it can deliver excellence through efficient and effective systems and processes that harness innovations in technology. |
| **Background information**  | The postholder will provide professional and technical knowledge and experience contributing to the successful delivery of the University’s Sustainability & Climate Emergency Strategy and Strategic Vision and Purpose.The Officer will have specific responsibilities for coordinating and implementing all aspects of the University’s Environmental Management System ISO14001 in close collaboration with faculties and professional service units. The postholder will also be responsible for coordination of other projects pertaining to environmental sustainability, including those relating to waste avoidance and sustainable catering, circular economy and staff and student engagement. All of which are key to delivering against the commitments set out in the University’s Sustainability & Climate Emergency Strategy. The Officer will also be expected to contribute to the wider corporate responsibility agenda, demonstrate appropriate professional values, and undertake administrative and other duties as deemed necessary by the Sustainability Manager. |
| **Main Purpose of Post** | 1. To positively contribute to the Sustainability of the University and principally the E&CS Directorate in accordance with legislative requirements, current HEI and industry best practice, university policies procedures and management systems.
2. To coordinate, support or lead on a range of thematic areas under sustainability policies and strategies including: waste management, avoidance and circular economy, social and operational sustainability and sustainable catering, staff and student engagement, external and internal communications, carbon reduction, sustainability league table performance and support sustainable buildings and campus.
3. To support waste avoidance, management, and recycling operations across all Swansea University sites from procurement through to end of life, in order to drive significant reductions in total waste arising and agreed increases in the proportion of waste avoided/recycled. Delivering University waste and net zero targets for scope 3 supply chain and waste emissions.
4. To be responsible, with other key stakeholders, for the implementation and management of the University’s Environmental Management System (EMS).
5. Monitor, measure and report on compliance with all environmental legislation and performance measures applicable to university, faculty, and Professional Services Unit (PSU) activities.
6. To work closely with Faculties/PSUs to develop, implement and report on their Sustainability Action Plans to continually improve environment and sustainability performance.
7. To co-ordinate, support development of, and lead on the implementation of elements of the University’s EMS, Sustainability & Climate Emergency Strategy and associated policies, work programmes and projects.
8. Provide operational advice and training where appropriate to university staff, students and other stakeholders in regard to sustainability and environmental matters. Raising awareness in aspects of waste avoidance, waste management and recycling at all levels of the University through presentations, goal setting, training, mentoring and education.
9. Promote to all University staff the available services, guidance, and procedures to enable them to avoid, reduce, reuse, recycle and dispose of their waste streams in the most appropriate manner.
10. Liaise with the contractors, including regular contract meetings to monitor contractor performance and ensure the contractors comply with environmental, health and safety and all other relevant legislation.
11. Develop strategies, policies, and plans for the University’s waste management services in collaboration with the Sustainability Manager.
12. To effectively manage budgets for specific sustainability and environmental workstreams and projects.
13. Produce feasibility studies and business plans demonstrating potential efficiency and improvements and other organisational gains for specific initiatives.
14. Identify and pursue external funding opportunities for specific elements of the University’s sustainability and environmental agenda.
15. Develop effective working relationships with internal and external stakeholders including the local community, NUS, Students Union, planning authorities, environmental regulators, business and industry, and local interest groups.
16. To consult with regulatory bodies and others to ensure appropriate guidance and Codes of Practice are developed and disseminated across the University in respect of sustainability and environmental issues.
17. Undertake environmental audits and establish comparative data to enable effective benchmarking. Contribute to the analysis of the data to enable annual efficiency/improvement targets to be established.
18. Produce monthly and annual progress reports and statistics related to waste management. Analyse and report on data for inclusion within university strategic plans and produce reports to support management and committee decision making.
19. To use various communication techniques to disseminate sustainability and environmental information and choices to all staff and students, engaging with faculties/PSUs, commercial tenants, contractors and Student Union as appropriate.
20. Maintain an understanding of new and current sustainable and waste management legislation, adapting services to comply with legislation as required with evaluation of cost implications.
21. To coordinate and undertake internal and external Environmental audits, assist with recommendation action setting and monitor audit action recommendations are implemented within agreed time scales.
22. Represent the department at relevant internal and external meetings, working groups, forums, conferences, and committees as deemed appropriate and by agreement of the Sustainability Manager.
23. To conduct all activities within the University's environmental requirements as set out in its Sustainability Policy and Environmental Management System, to minimise individual and departmental impact.
 |
| **General Duties** | 1. To fully engage with the University’s Performance Enabling and Welsh language policies.
2. To promote equality and diversity in working practices and to maintain positive working relationships.
3. To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture.
4. To ensure that risk management is an integral part of any decision-making process, by ensuring compliance with the University’s Risk Management Policy.
5. Any other duties as directed by the Department Director or their nominated representative expected within the grade definition.
 |
| **Professional Services Values** | All Professional Services’ at Swansea University operate to a defined set of Core Values - [Professional Services Values](https://www.swansea.ac.uk/the-university/values/professional-services-values/) and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have. **We are Professional**We take pride in applying our knowledge, skills, creativity, integrity, and judgement to deliver innovative, effective, efficient services and solutions of excellent quality.**We Work Together**         We take pride in working in a proactive, collaborative environment of equality, trust, respect, co-operation and challenge to deliver services that strive to exceed the needs and expectations of customers.**We Care**We take responsibility for listening, understanding, and responding flexibly to our students, colleagues, external partners and the public so that every contact they have with us is a personalised and positive experience.Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have. |
| **Person Specification** | **Essential Criteria:****Values:*** Demonstrable evidence of taking pride in delivering professional services and solutions.
* Ability to work together in an environment of equality, trust and respect to deliver services that strive to exceed the needs and expectations of customers.
* Demonstrable evidence of providing a caring approach to all of your customers ensuring a personalised and positive experience.

**Qualification:*** Educated to first degree level or equivalent in a relevant Environmental, Sustainability or Waste related subject or have an equivalent level of work experience.
* Environmental auditor (ISO 14001) qualification and experience.

**Experience:*** Previous experience in the delivery and/or management of an IS0 14001 Environmental Management System or an associated management system.
* Excellent knowledge and experience of the legal and practical aspects of waste management within an organisation.
* Experience of managing and monitoring external contractors.
* Demonstrable experience in preparing and delivering technical and non-technical management reports and papers at a Senior level.
* Previous experience of developing Sustainability and/or environmental policies, strategies and plans within a large organisation.
* Previous experience of influencing organisational change initiatives.
* Previous experience in the development of Sustainable Development and/or environmental programmes and projects for a large organisation.
* Experience of developing and delivering training within a multi-disciplinary organisation.

**Knowledge and Skills:*** Comprehensive understanding of waste hierarchy, mechanisms for reducing waste arising and how to monitor / measure arising against targets.
* Advanced interpersonal, influencing and communication skills: ability to influence a range of stakeholders including staff at all levels, students and external organizations.
* Proven oral and written communication skills.
* Demonstrate an organised and methodical approach to work including forward planning and delegation.
* A good standard of computer literacy to include good competencies in Microsoft Office programmes and relevant technical software.
* Ability to manipulate and analyse extensive data effectively and create accurate and meaningful technical and non-technical management reports e.g. to waste management.
* Excellent project management skills.

**Welsh Language:** Level 1 – ‘a little’ (you do not need to be able to speak any Welsh to apply for this role)*e.g. pronounce Welsh words, place names, department names. Able to answer the phone in Welsh (good morning / afternoon). Able to use of learn very basic every-day words and phrases (thank you, please, excuse me).* For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available [here](https://www.swansea.ac.uk/welsh-language-standards/compliance/recruitment/).**Desirable Criteria:*** Waste management experience.
* Previous experience in a large Public Sector organisation.
* Membership of a relevant Professional Association.
* The ability to speak Welsh.
 |
| **Additional Information** | Informal enquiries to: Teifion Maddocks. Sustainability Manager, T.H.Maddocks@Swansea.ac.uk Shortlisting date: TBCInterview date: TBCThe University is committed to supporting and promoting equality and diversity in all of its practices and activities. We aim to establish an inclusive environment and welcome diverse applications from the following protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic and national origin), religion or belief, sex, sexual orientation. |

  