

Job Description

Job title: Sustainability Coordinator

Faculty/Directorate Estates and Facilities

Grade: D

Role profile: SMD2

Full time (37 hours per week)

Permanent

	Duties of the role
Overall purpose of the role	To assist in the monitoring, coordination, delivery and administration of sustainability initiatives at De Montfort University to help to improve the university's performance on sustainability and transport related matters. The post holder will be responsible for the coordination of the university's Travel Plan, enhancing the university's sustainability initiatives and providing support and advice on all related issues as required.
Main duties and responsibilities	Attend and contribute to sustainability meetings and seek active input from university colleagues on transport related issues Assist with the compilation and administration of the university's Vehicle Parking Policy, Environmental Policy and Environmental Management System. Assist with the annual car parking permit renewal/applications process. Oversee coordination of the university's Travel Plan, monitor its effectiveness through the annual travel survey and provide an annual update report to Estates and Facilities colleagues and other stakeholders. Assist in the calculation of the university's transport related greenhouse gas emissions as part of the annual emissions calculations. Support the implementation of actions in the university's Travel Plan to reduce the university's transport related greenhouse gas emissions in line with the university's scope 3 emission reduction targets. Support the Head of Sustainability in the implementation, management and external certification of the university's environmental management system. Support the engagement of the university's academic community to embed education for sustainable development into teaching and research in line with the university's commitment to the Sustainable Development Goals (SDGs). Raise awareness of sustainability issues and the SDGs within the university through events, promotions and campaigns, and offer advice on best practice to staff, students and other stakeholders through internal communications channels and social media. Support the implementation of the university's behaviour change campaigns, aimed at raising awareness and reducing the university's greenhouse gas (carbon) footprint and environmental impact by changing the behaviour of students, staff, visitors and suppliers. Deputise for the Head of Sustainability as required.

Duties of the role

Support the Head of Sustainability in the compilation, coordination and production of the university's annual sustainability report.

Liaise with local partners to improve alternative transport options for staff, students and visitors.

Promote the university's car sharing scheme through social media and internal communication channels to help raise participation levels with stakeholders.

Ensure that facilities on campus for cyclists meet the required standards and coordinate improvements where needed.

Monitor and analyse the university's performance in relation to transport and environmental matters with regular reporting to Estates and Facilities colleagues.

Coordinate with colleagues on best practice and developments in transport policy and environmental policy and legislation both locally and nationally, including horizon scanning, advising colleagues accordingly.

Act as a point of contact for transport and sustainability related enquiries to the university.

Assist with the management and coordination of transport and environmental related budgets as necessary.

Ensure that all works and activities undertaken comply with current health and safety legislation, DMU's safety policies and the Estates and Facilities Department's health and safety procedures.

Ensure the accuracy of records and documentation and maintain and retain them in accordance with GDPR requirements.

Perform any other duties commensurate with the job grade as reasonably required from time to time.

Actively take part in promoting environmental and green transport initiatives at DMU events over weekends e.g., Welcome Weekend, Freshers' Week, and Open Days etc as necessary.

Coordinate university responses to relevant sustainability benchmarking programmes such as People and Planet University League, Times Higher Impact Rankings and Sustainability Leadership Scorecard, including gap analysis and guidance to managers about how the university can improve its ranking.

Treat all DMU staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion or belief, sex and sexual orientation.

All members of staff are responsible for their contribution to improved environmental performance and in reducing greenhouse gas emissions at DMU. It is therefore required that all members of staff are aware of how the Environmental Policy relates to their own role at the university. Staff conduct must reflect the values inherent in the Environmental Policy and where required staff must cooperate with environmental compliance and conformance requirements to help minimise our emissions to air, water and land.

Person Specification

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Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Qualifications and Training	Three GCE A levels or equivalent vocational qualifications.	E		X			X
Previous Work Experience	Relevant experience of working on environmental and transport related issues.	E		X	X		
	Experience of assisting with compilation of policies and strategies ideally within the sustainability field.		D	X	X		
	Understanding of sustainability, transport and environmental legislation and knowledge of best practice.	E		X			
	Experience of working in medium to large organisations, ideally in a higher education setting.		D	X			
	Experience of working within formal rules and set procedures and processes to make sure information is accurate and delivered on time.	E			X	X	
	Experience in the coordination of gap analysis for benchmarking programmes, ideally in the Higher Education or sustainability fields.		D	X	X		
Motivation /Attitude	Ability to focus on and respond positively to stakeholder requirements to ensure that relevant targets are met.	E			X	X	
	Enthusiastic and conscientious with proven track record of commitment to sustainability issues.	E		X	X		
Knowledge, Skills and Abilities	Ability to produce accurate reports using MS word and excel, and experience of use of social media to	E		X	X	X	

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
	promote events and activities.						
	Ability to communicate with staff at all levels verbally and through written report writing.	E		X	X		
	Ability to work independently and as part of a team.	E		X	X		
	Ability to forecast, monitor and assist with management of budgets through production of accurate reports.	E		X	X	X	
	Knowledge of environmental, transport and sustainability issues facing the Higher Education sector.		D	X	X		
Additional	Ability to work occasional weekends and/or out of hours, as required.	E		X	X		
	Knowledge of energy and carbon management systems and processes.		D	X	X		

***A = Application Form; I = Interview; T = Test; D = Documentary Evidence**