

JOB TITLE Environmental Management Assistant (One year Intern Post)

Job Ref: REQ17482

Job Description

Job Grade: Administrative Services, Grade 3

Job Purpose

To develop and deliver student engagement in environmental sustainability and provide practical, operational and administrative support to the Sustainability Team in support of the wider University Sustainability agenda.

Job Duties

- a) To provide practical and operational support including:
 - Delivery and development of the Green League including but not limited to:
 - A structured program of visits to halls to enable face to face communication and to undertake waste and recycling spot checks
 - Working with the students to develop and deliver proactive events
 - All aspects of communication and education to students relating to waste
 - Supporting Hall Staff with waste issues
 - Development and delivery of competitions, new initiatives and processes
 - The collection, analysis and presentation of energy, recycling and proactivity data
 - Liaising and developing relationships with partners and external bodies as required in the delivery of all activities
 - Increasing verbal communication with staff, students and visitors including training sessions
 - Dealing with day to day waste collection issues
 - An involvement in practical collections of waste streams at every level in order to understand the management issues faced.
 - Auditing of waste practices with a view to reporting results and seeking ways in which to improve performance and reduce costs.
 - Assisting with the delivery of key events and campaigns such as, but not limited to, Activities Bazaar, The DODO Awards, LFHW Events Environment Day/Week(s), Active Travel Week, Fairtrade Fortnight and It's Better Off.
- b) To provide administrative support including:
 - The scheduling and processing of waste collections in particular the WEEE (Waste Electrical and Electronic Equipment).
 - Communications with staff, students and visitors via email, the web, social media (including working with central marketing) and other more traditional forms of advertising.
 - Organising events, meetings and appointments, including hospitality arrangements.
 - Taking, preparation and circulation of agendas/minutes of meetings.
 - Planning and Research for the Sustainability Team as required for events and campaigns.
 - Preparing papers, reports, briefing information and other documentation for meetings, conferences and presentations.
 - The processing of data relating to waste collections and costs and the production of statistical reports.
 - General Word processing and Excel.
- c) Undertake any other duties in line with departmental needs as may reasonably be requested by line management.

Points to Note

- a) Physical and practical involvement in the management of waste may be involved including inspecting waste, bins and compounds and the actual sorting of waste.
- b) The post holder will be required to demonstrate and develop an understanding of environmental legislation, environmental issues, waste types and descriptions, University policies, sources of waste, and impacts of waste on the environment.
- c) This role will involve communications and marketing to internal and external partners and customers. The post holder will be required to communicate with Senior Operations Managers in both Facilities Management and Campus Living as well as the Students Union Ethical & Environmental Development Officer, local organisations, hall committees, students and staff.
- d) The post holder will be required to work outside of normal office hours on occasions.
- e) The post holder must be willing to attend personal development courses and conferences relating to Environmental Sustainability.
- f) The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Environmental Manager. Responsible to the Sustainability Manager

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Graduating student or Placement Student with an interest in a career in Environment or Sustainability	1, 3
	Experience of living in student halls of residence	1, 3
Skills and abilities	Competent in Microsoft applications: <ul style="list-style-type: none"> • Word • PowerPoint • Excel • Outlook 	1 & 2
	Social Media Skills	1 & 3
	Literate and Numerate	1 & 2
	Good attention to detail	1, 2 & 3
	Excellent organisational skills	1, 2 & 3
	Excellent written and verbal communication skills	1, 2 & 3
	Flexible approach with ability to efficiently handle and monitor varied workload and meet deadlines.	1, 2 & 3
	Tact and diplomacy	1 & 3
	Appreciation of the importance of confidentiality.	1 & 3
	Positive attitude	1, 2 & 3
Qualifications	Degree (attained or working towards)	1

Desirable Criteria

Area	Criteria	Stage
Experience	Experience in communicating and engaging with others in support of a campaign.	1 & 3
Skills and abilities	Event Planning	1 & 3
Qualifications	Degree relevant to Environmental Sustainability	1
	Evidence of attending training courses pertaining to Environmental Sustainability	1

Conditions of Service

The position is a one year full time intern post. Salary will be on Administrative Services, Grade 3, £16,618 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Informal Enquiries

Informal enquiries should be made to Nik Hunt, Environmental Manager by email at N.O.Hunt@lboro.ac.uk or by telephone on 01509 228083

Applications

The closing date for receipt of applications is midnight on Sunday 4th June. Interviews will be held on Tuesday 13th June.