

Sustainability Project Officer

Job Ref: REQ250239

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

The E&FM (Estates & Facilities Management) team deliver a wide range of hard and soft services ensuring the effective and sustainable management of the University's land, buildings and biodiverse landscapes. This includes delivery of the capital building, refurbishment, long-term planned and reactive maintenance programme where there is continual improvement of the estate. The sustainability team are responsible for ensuring that campus operations support the University Strategy, Estates Strategy, Energy Strategy and Sustainability Strategy. We are seeking to recruit a sustainability projects officer to identify and implement projects to improve sustainability on campus.

Job Description

Job Grade 5

Job Purpose

Reporting to the sustainability manager the sustainability project officer's responsibilities are to identify and implement a range of projects to improve operational sustainability on campus specifically involving embedding the SDGs into our operations, sustainable travel, environmental management, biodiversity, communication and decarbonisation.

Job Duties

- Support the Sustainability Manager in the identification, scoping and delivery of projects, leading the implementation of the University's Sustainability Impact programme.
- Lead, develop and deliver key strategic sustainability programmes and projects with a focus on embedding, engaging and enabling;
- Review the Sustainability Impact Programme, ensuring it aligns with the aims of the Climate Change and Net Zero theme in the University Strategy;
- To benchmark best practice from within the sector and beyond, bringing new learning and practices into the team.
- Facilitate the creation of new collaborative partnerships and projects between staff and students, liaising with relevant academic schools and professional services, and external partners.
- Work proactively with internal and external stakeholders to scope and develop new projects and initiatives, including identifying and mitigating risks that affect the achievement of project objectives;
- Monitor, review and evaluate all aspects of Sustainability Impact Projects, collaboration needs and make assessments to inform future programme provision;
- Contribute to writing reports and preparing papers on project progress against objectives and the creation of partnerships and projects with community impact;
- Develop and maintain data and information systems to review effectiveness and make improvements to project activities relating to Sustainability campaigns and form new projects and partnerships that create community impact;
- Manage budgets in relation to Sustainability Impact Projects.
- Build and maintain relationships and networks that help to upskill and enable colleagues on sustainability and climate change issues;

- Champion a community of sustainable practice to increase sustainability knowledge, engagement and participation in sustainability activities;
- Carry out effective engagement activities including training, workshops, networks and community building events in conjunction with colleagues, academic and external contributors, to facilitate the exchange of knowledge and skills and scope new projects;
- Deliver a communications plan, organising and delivering stakeholder meetings and being the first point of contact for enquiries;
- Establishing and maintaining a key network of internal and external stakeholders to enhance and support Sustainability and collaboration between the University and civic partners;
- Work collaboratively as part of the Sustainability and wider Estates and Facilities Management team, supporting and delivering cross-service objectives and programmes of work;
- Being a representative of sustainability at the University, delivering effective engagement activities including promotional campaigns, delivering talks and drop-in sessions, creating resources and material to support and encourage collaboration, responding to queries and involvement in relevant working groups;
- Line management responsibilities for the Sustainability Assistant Internship including recruitment, performance management and other HR duties as required

Points To Note

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 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		
	An excellent knowledge and understanding of the holistic nature of sustainability and how this relates to large, complex institutions;	1,3
	Proven success in project management and delivery, tracking and monitoring performance and coordinating and managing budgets and resources;	1,3
	The ability to work collaboratively across a diverse community to build partnerships that embed and enable sustainability;	1,3
	Excellent data handling skills, with the ability to analyse and interrogate complex data sets.	1,3
	Experience of developing effective working relationships with a proactive and positive approach to working with a wide range of stakeholders.	1,3
	Excellent organisational skills and the ability to work across a diverse range of projects at any one time	1,3
Skills and abilities	Excellent negotiation skills and experience of relationship building in complex environments;	1,3
	Excellent communication and presentation skills, with the ability to adapt style and information to present complex information to a variety of audiences;	1,3
	Tenacity and patience to drive through to results over the long term;	1,3
	Collaborative and creative with the ability to work on your own initiative and in a team to solve problems and make decisions;	1,3
	Commitment to act in accordance with University and Sustainability values.	1,3
	An ability to relate sustainability to community and civic collaboration;	1,3
	Ability to deliver training;	1,3
Training	Willingness to undertake training as identified by management	I
Qualifications	A degree or equivalent experience in a relevant topic	1,3

Other	Knowledge and understanding of Equity, Diversity and Inclusion Policies	

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working on sustainability behaviour change programmes	1,3
	Experience of working in the Higher Education sector;	1,3
Skills and abilities		
Qualifications	A certified project management qualification	1,3

Conditions of Service

The position is FULL TIME and OPEN-ENDED. Salary will be on Grade 5 from £29,179 to £34,132 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's Terms and Conditions of Employment for STAFF GRADE 5/, 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 can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

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/>

Applications

The closing date for receipt of applications is 11 May 2025.

