



## Sustainability Officer

**Reference:** EHA2394-1122  
**Salary:** £25,642 - £27,929 per annum, pro rata  
Grade 5, Point 19-22  
**Contract Type:** Fixed Term for 12 months  
**Hours:** Full Time (36.25 hours per week)  
**Location:** Ormskirk  
**Accountable to:** Director of Facilities Management  
**Reporting to:** Sustainability Manager



## About Facilities Management

The FM **Mission** – *our purpose*

*“To provide consistently high-quality environmental conditions and customer services that support and enable the provision of an outstanding student experience.”*

The FM **Vision** – *our aspirations*

*“To be recognized beyond the HE sector as a leading professional in-house FM service provider that adds tangible value and actively contributes to the core business – the attraction, recruitment and retention of students.”*

The FM **Values** – *guiding our decisions and our behaviour.*

*“All that we do is underpinned by our values. Our values are embedded in our structure, our decision making, our behaviours and our performance”*

- Put the customer first
- Be passionate about service
- Act as one team
- Demonstrate responsibility and ownership
- Be confident, receptive and willing to learn

Facilities Management (FM) at Edge Hill is the largest support department at the University employing over 320 members of staff across 10 defined service areas. We provide hard and soft FM services to almost 12,000 full time equivalent (FTE) students and 2,000 FTE members of staff in addition to a significant number of visitors, partners and members of the public using the 160-acre campus. Our award-winning campus boasts over 120,000m<sup>2</sup> of built environment, including 2500 residential bedrooms. The departmental revenue budget is circa £17m per annum, with additional annual capital expenditure typically exceeding £2m. Our multi-award-winning FM team is recognised within and beyond the higher education sector, and at senior executive and board level, for our customer-centric culture, and our direct positive contribution to the core business – the attraction, recruitment and retention of students.



## About the Operational Risk & Environment Team

This seven-person team made up of:

- Operational Risk & Environment Manager (Lead)
- Corporate Health & Safety Manager
- Sustainability Manager
- Compliance and Assurance Manager
- Fire Safety Manager
- Sustainability Officer
- Operational Risk & Environment Assistant

Positioned within the universities FM structure this team has an exciting blend of corporate and FM responsibilities. Continuing to work on a devolved model with a network of more than 80 representatives in faculties and departments around the institution this team will drive the universities health, safety, environment and operational risk agenda through effective engagement, promotion of best practice and monitoring processes to achieve a safe, sustainable and compliant campus.

To deliver on this broad remit this team will work closely with colleagues in a variety of professional services departments including HR, Strategic Planning, Finance, Student Services and Occupational Health & Wellbeing to name just a few.

## About the role

Reporting to the Sustainability Manager, you will deliver a range of environmental and sustainability functions supporting delivery of the University's Environmental Sustainability Strategy and action plans. This will include having responsibility for Sustainability campaigns and events to encourage staff and students to become involved and to support sustainability initiatives. Additionally, you will also be responsible for collating and reporting on data measuring performance across many areas of sustainability including waste and travel. This is a new role to help support the University's ambitious sustainability aims.

## About you

You will have a keen interest in environmental sustainability with a good working knowledge of environmental management. This will be coupled with an enthusiasm to engage with people and influence them to be more sustainable and support the University's aims. Experience within a similar role is desirable but not essential.





## Duties and Responsibilities

1. Be responsible for coordinating and delivering campaigns throughout the year aimed at increasing staff and student engagement with environmental sustainability initiatives.
2. Have primary responsibility for the sustainability social media accounts, designing and posting relevant content and monitoring any messages received through this platform.
3. Assist with the management and operation of the University's Environmental Management System.
4. Work with the FM Site Services team to drive improvement initiatives in waste management across campus.
5. Represent the team for sustainability related matters at internal and external events such as corporate inductions, welcome fairs and corporate events.
6. Manage the network of staff sustainability champions across campus to ensure messaging is distributed effectively across the University.
7. Collate sustainability related data in areas such as travel, waste and carbon reporting to report on KPIs to assist with corporate reporting.
8. Act as meeting secretary for sustainability related meetings, in particular the University Sustainability Group which is the forum through which management of sustainability is coordinated.





**In addition to the above all Edge Hill University staff are required to:**

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate learning and development activities as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customers

## Eligibility

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.





Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria.

*Methods of Assessment include Application Form (A), Supporting Statement (S), Interview (I), Test (T) & Presentation (P).*

		Essential	Desirable	Method of assessment (A/S/I/T/P)
<b>Qualifications</b>				
1.	Educated to A-level or equivalent work related experience	*		A
2.	Qualification in environmental management or related - minimum degree level		*	A
3.	Evidence of continued professional development in environmental sustainability or related subjects		*	A/I
<b>Experience and Knowledge</b>				
4.	Experience in developing/delivering environmental/sustainability related initiatives in an organization and reporting on their positive impact		*	S/I
5.	Knowledge of a wide range of environmental issues including energy, emissions, waste, transport and biodiversity	*		S/I
6.	Knowledge of environmental management systems		*	S/I
7.	Experience in designing artwork for promotional and communications materials		*	I/P
8.	Experience in using social media and/or managing a website / blog		*	S/P
<b>Abilities and Skills</b>				
9.	Able to communicate with a wide range of stakeholders in order to drive through initiatives	*		I/P
10.	Excellent verbal and written communication skills to engage and interest a varied audience	*		S/P
11.	A passion for the environment and sustainability with a drive for continual improvement in this area	*		I/P





		Essential	Desirable	Method of Assessment (A/I/S/T/P)
12.	Able to summarise technical information related to sustainability that can be readily understood by a non-expert	*		S/I
13.	Competent in use of IT systems and Microsoft Office	*		T





## How to Apply

When you are ready to start the formal application process, please visit our [Current Vacancies page](#) and click 'vacancies', search for the role you wish to apply for, and click 'Apply Online'. The online application form can be completed in stages and can be revisited at any time. The form automatically saves as you enter your information, and it is simple to move backwards and forwards throughout at any time prior to submission. Help is available at each stage to guide you through the form. Before final submission, you can preview your application and can then choose to refine or submit the form.

Please refer to the advert for the closing date for this vacancy, all applications must be submitted by 11.59pm on this date. Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. We try our best to inform all applicants within two working weeks following the closing date.

***Application > Shortlisting > Interview > Outcome***

For informal enquiries about this vacancy, you may wish to contact: Keziah Stott, Sustainability Manager at [stottk@edgehill.ac.uk](mailto:stottk@edgehill.ac.uk)

*At Edge Hill University we value the benefits a rich and diverse workforce brings to our community and therefore welcome applications from all sections of society.*

