

University of London Job Specification

Job Title: Head of Sustainability
Department: Department of Property and Facilities Management
Section: Sustainability, Health, Safety & Procurement
Level: 09 (AMP)

To take the strategic lead in the development and implementation of the University's sustainability (society, economy and environment), health & safety, fire safety and compliance strategies. Aiming to place the University of London as a sector leader for sustainability enhancing the global reputation of the organisation and ensuring legal compliance across all aspects of environmental, health, safety and fire.

The post-holder will report to the Director of Property & Facilities Management, providing strategic level support to the department in all areas, and strategic sustainability support to the wider university when required. The role takes responsibility for the department's approach to ensuring sustainability through the supply chain (economy), student, staff and stakeholder engagement (society) and the University of London estate (environment). The role oversees the strategic approach to health and safety, fire safety, compliance and environmental management. The post-holder will be the key 'client' between Property & FM and Finance for procurement, working closely with the category Procurement Manager & Officer.

This is the senior sustainability role within the university and has responsibilities for the management and delivery of all related output including advice to the VCEG, PRG, PPG and senior management on all matters relating to sustainability and legislative compliance.

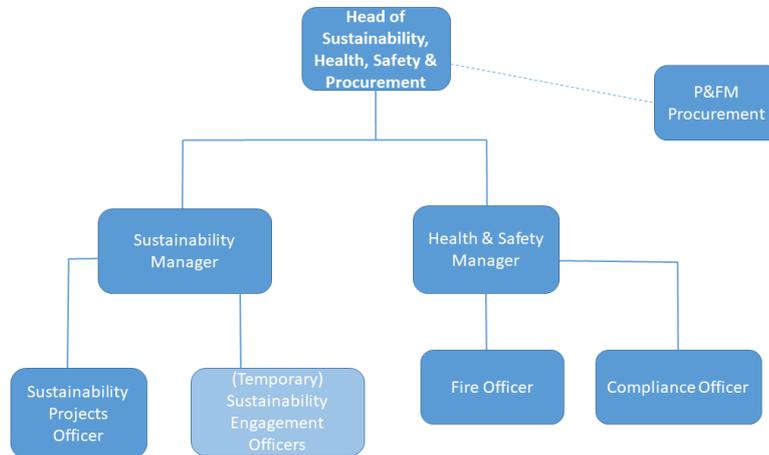
The post holder will act as sustainability champion for the university, leading the University's drive to improve its sustainability performance across all its activities, driving cultural and behavioural change throughout the organisation. This will involve promoting sustainability, developing and implementing policies and management systems, promoting and co-ordinating sustainability activities across the university and engaging with the University of London colleges to promote sustainability across the federation. The post-holder is responsible for the departmental budget for utilities (c. £3m p/a) and must successfully manage major projects such as the Energy Performance Contract and Bloomsbury Heat & Power renewal.

Job Purpose:

The post holder will lead the University Sustainability Team, Health & Safety, Fire Safety and Compliance Team and will be responsible for the line management of Sustainability Projects Officer, Sustainability Manager, Health & Safety Manager, Fire Officer, and Compliance Officer and have a

dotted line to the PFM Category Procurement Manager who is the principle procurement lead for the Department, connected closely with Central Procurement function of the University. The post-holder will set out the strategy and be responsible for overseeing, managing and monitoring sustainability, health, safety, fire safety and compliance aspects, as well as procurement priorities of the Property & Facilities Management activities and contracts.

Team Structure:



Job Content:

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1. Design, develop and take the strategic lead in the development and implementation of the University's sustainability (society, economy and environment) health & safety, fire and compliance strategies and the core values of the overarching University strategic objectives.
2. Lead, manage and develop the H&S and Compliance Team and Sustainability Team and work closely with the Property & FM Procurement Team.
3. Developing and leading a programme of work ensuring that the University of London demonstrate more sustainable practices through effective Corporate Social Responsibility taking action in all areas of the University's operations.
4. Leading work on sustainability to ensure that there is effective input into strategies/strategic partners to ensure the profile of the University of London is enhanced. Work will be focused on providing an appropriate response into HEFCE/OFS, London Higher, GLA and other strategic bodies' efforts to enhance sustainability in Higher Education providers.
5. Leading elements of the University of London Estates Strategy, Masterplan and Strategic Vision and ensuring the successful implementation and development of key strategy and policies for Property & FM and sustainability.
6. Development of policy and strategy for sustainability including preparation and maintenance of all necessary documentation. Advise senior management on compliance with legislation and regulation within this area and act as a member of senior committees when required.

7. To maintain and further develop the University's compliance strategy to ensure that all statutory health and safety, fire and compliance requirements are achieved and the University pursues best practice where achievable.
8. Respond to new opportunities as they emerge to positively influence the University of London with regard to sustainability, corporate responsibility, health, safety and compliance.
9. To be responsible for the integration of sustainability into all existing university policies, procedures and guidance and identifying opportunities to improve the university's performance in sustainability, including external sustainability benchmarks.
10. Seek out, develop and manage commercial opportunities for the University of London to generate revenue through sustainability initiatives and consultancy. Such as 'Reduce the Juice' engagement programme for halls of residence, renewable energy and battery storage.
11. Ensure there are clear commercial management controls, communication and administrative procedures in place so that all parties involved in the delivery and receipt of services understand their roles and responsibilities.
12. To maintain and further develop the University's environmental compliance strategy designed to ensure that all relevant energy and carbon management issues are carried out in a manner that satisfies legislative requirements, such as Carbon Reduction Commitment Energy Efficiency Scheme (CRC EES), the Energy Saving Opportunities Scheme (ESOS) and subsequent legislation as it is introduced into UK law.
13. Ensure sustainable, safe and best practice across the estate and buildings, working with building users to improve the University's overall performance standards.
14. To provide accurate reports and analysis on energy cost/consumption and associated carbon emissions to all stakeholders to facilitate energy and environmental performance monitoring, budgetary control and financial planning. To lead and manage the implementation of the University's Zero Carbon strategy, working closely with the University's facilities management providers.
15. To provide accurate reports and analysis on health, safety, fire and compliance to all stakeholders to facilitate performance monitoring, budgetary control and financial planning.
16. To develop, lead and manage the implementation of the University's strategy for health, safety and compliance, working closely with all relevant stakeholders.
17. To ensure that the Property & FM Procurement Team are focussed on priorities that reflect the strategic direction of the department. To ensure compliance with procurement programmes which impact on the delivery of projects and services for the department.
18. To ensure adherence to standing financial instructions and good procurement practice as advised by the Procurement Director.
19. To identify opportunities for efficiencies and improvements in supply chain management and procurement to enable better procurement performance by the department.
20. To identify opportunities to reduce Scope 1, 2 and 3 emissions, undertaking feasibility studies, option appraisals and evaluation exercises to demonstrate viability of investment.

21. Oversee and advise on selection, appointment and direction of contractors and consultants on health, safety, compliance and sustainability projects including, but not limited to, the University's main facilities management contracts.
22. To develop and implement a Zero Carbon Building Strategy and ensure refurbishment projects, new-build specifications and future expansion is as sustainable as possible. Have to ability to act as an informed-client and provide input into BREEAM assessments, SKA Rating and any other suitable benchmarking criteria as projects are commissioned, develop lifecycle analysis models to appraise capital projects and their long-term sustainability.
23. Work alongside the Procurement to establish sustainable procurement practices at the University of London and to advise and provide input for all major tenders with regard to sustainability and supply chain issues.
24. To set, forecast and manage the University's utility supply contracts and budget of over £3m per year (including water), health and safety, fire and estates compliance budgets.
25. Analyse data from building surveys, BMS, energy audits, AM&T and benchmarking exercises to identify areas and strategy for prioritising sustainability improvement.
26. To provide a detailed and continuous energy efficiency investment programme of work and to project manage schemes to successful completion including pre/post implementation evaluation.
27. To manage and develop the University's Environmental Management System to ISO14001 accreditation and ensure all University's major contracts comply with the accreditation. To create a strategy for implementing further UK and International standards to assist the University in managing health, safety, fire and compliance.
28. To play a full and active role as a member of Bloomsbury Heat and Power Network. To ensure that the University of London's position is protected and services are maintained whilst reducing the carbon footprint of the district heating scheme.
29. Act as the University's main contact for the collation of estates performance data for submission as part of its Estate Management Statistics to Higher Education Statistics Authority.
30. Represent the University of London on all external issues with regard to environment and sustainability including at the London Universities Environmental Group and Environmental Association of Universities and Colleges.
31. To actively follow and promote the University of London policies, including the University's Dignity at Work and Equal Opportunities Policy and actively promote these wherever possible.
32. To maintain an awareness and observation of fire and health and safety regulations
33. Any other duties consistent with both the grade and scope of the post
34. Any other duties reasonably required of the postholder by the reporting manager.

Reports to:

Director of Property & Facilities Management

Responsible for:

Sustainability Projects Lead, Sustainability Projects Officer, Health & Safety Manager, Compliance Officer, Fire Safety Officer & dotted line responsibility for Property & FM Procurement Manager

Additional demands of the role:

N/A

Person Specification

EXPERIENCE & PERSONAL QUALITIES

Essential:

- Significant experience of leading within a busy PFM Department at a senior level in a large institution or organisation.
- Experience of developing and implementing sustainability, health, safety, fire and compliance within organisational and departmental strategy.
- Ability to act as an agent of change at an organisational and departmental level by raising the profile of sustainability.
- Excellent written and face-to-face communication skills with experience of representing an organisation and presenting at the highest levels in the organisation and externally.
- Experience of successfully implementing management systems (such as ISO 14001)

Desirable:

- Significant experience and a proven successful track record in leading on sustainability, health, safety, fire and compliance in a large complex organisation.

TECHNICAL KNOWLEDGE & SKILLS

Essential:

- Excellent leadership skills, including the ability to motivate and influence all levels within a large organisation.
- Excellent communication skills, including the ability to describe complex sustainability issues, processes and solutions to various levels of audience.
- Excellent interpersonal skills, including the ability to build and maintain positive working relationships with internal and external partners.
- The ability to use creativity and innovation to solve complex problems.
- Excellent manager with ability to motivate, guide and develop members of the team.

Desirable:

- Good knowledge of environmental, health, safety and fire legislation and managing compliance in a large organisation.
- Commercially aware with a track record in sustainability and carbon management and commercial benefits.

EDUCATION & PROFESSIONAL QUALIFICATIONS

Essential:

- Degree or equivalent experience

Desirable:

- ISO 14001 Internal Auditor

Competency Requirements	Essential	Desirable
Academic Community focus	B	C
Adapting to change	D	D
<i>Commercial awareness (optional)</i>	C	D
Creativity and innovation	C	D
<i>Customer focus (optional)</i>	C	D
<i>International engagement (optional)</i>	C	C
Interpersonal understanding	D	D
Leadership	D	D
Managing resources	D	D
Organisational commitment	C	D
Proactivity and planning	D	D
Problem solving and decision making	D	D
Performance Management	C	D
Resilience	D	D
<i>Staff development and commitment to learning (optional)</i>	C	D
<i>Stakeholder focus (optional)</i>	C	D
<i>Striving for excellence (optional)</i>	D	D
Working collaboratively with others	D	D
<p>Competencies are scored on an A-D scale, with D representing the highest demonstration of the competency. For further information on each of the competencies and relevant levels, please email ulrecruit@london.ac.uk</p>		