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**Professional Services**

**Estates & Campus Services**

**Sustainability Co-ordinator**

**ZZ005301**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Full-time

Permanent

Salary is in the range £24,285 - £27,929 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

The full-time standard University hours are 37 per week which are normally from 8.30 a.m. to 5.15 p.m. Monday to Thursday and 8.30 a.m. to 4.15 p.m. Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned. If the position is part-time, the hours and days worked will either be as stated in the advert or discussed at interview/appointment. Overtime is not normally payable but time off in lieu may be given.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three-year period of employment or study (where there has been no employment). One of your referees must be your current or most recent employer.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

If the position has a requirement for Disclosure and Barring Service check (DBS) or Non-Police Personnel Vetting (NPPV), this will be stated in the advert. Further information will be provided once the selection process has been completed.

All applications must be submitted by 23:59 (UK time) on the closing date published.

For information on how to find our campus and the navigation of buildings (including accessibility), please see <https://www.accessable.co.uk/university-of-portsmouth> (click on the Access Guides tab at the top of the page, and then click on "view all access guides".



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| --- | --- |
| **Job Title:** | Sustainability Coordinator |
| **Grade:** | 4 |
| **Faculty/Centre:** | Estates and Campus Services |
| **Department/Service:**  **Location:** | Energy and Environment Team  Mercantile House 7th Floor |
| **Position Reference No:** | ZZ005301 |
| **Responsible to:** | Ian McCormack |
| **Responsible for:** | N/A |
| **Effective date of job description:** | 23.09.2022 |

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| **Purpose of Job:** |
| The purpose of the job is to initiate, co-ordinate and promote environmental sustainability project plans to improve the University’s performance and work alongside City Council efforts to improve the sustainability of Portsmouth. |

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| **Key Responsibilities:** |
| * Co-ordinate and implement allocated actions in Sustainability Plans. * Monitor sustainability plan targets through surveys and data management systems. * Promote sustainability initiatives to students, staff and visitors and encourage participation, with support from Marketing and Communications and the Students’ Union. * Maintain sustainability web and intranet pages. * Research the cost/ benefit of sustainability schemes and draft committee reports. * Maintain sustainability facilities that are the responsibility of Estates and Campus Services. * Work with city stakeholders to develop and integrate sustainability schemes within the university and monitor progress. * Support the effectiveness of the environmental management system ISO 14001. * Support the accuracy and maintenance of sustainability data systems. |

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| **Working Relationships:** |
| * The Sustainability Co-ordinator will be line managed by the Energy and Environment Manager and will work alongside the Energy and Environment Assistant. * The Sustainability Co-ordinator will: * Report regularly to the manager on progress with projects and targets * Liaise and work with Marketing and Communication and the Students’ Union * Work with Capital Project Teams in Estates and Campus services * Work with city wide stakeholders and consultants * Communicate with staff, students and visitors and take on board ideas and concerns * Liaise with sustainability networks |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Demonstration of environmental sustainability project co-ordination experience | E | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent writing and verbal communication skills and able to deal with enquiries | E | AF,S |
|  | Excellent awareness of the sustainability agenda | E | S |
|  | Able to co-ordinate the delivery of sustainable actions and projects | E | S |
|  | Ability to work with stakeholders and consultants to deliver project deadlines | E | AF,S |
|  | Experience in researching sustainability project options, designs and preparing cost/benefit reports | E | AF,S |
|  | Ability to organise events and promotion campaigns | E | AF,S |
|  | Knowledge of publicity skills including webpage content and use of apps | E | S |
|  | Able to develop and promote schemes which change staff, student and visitor sustainability behaviour | E | AF,S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | Degree in Sustainability/ Environmental Management | D | AF |
|  | Membership of Environment Management institute | D | AF |
|  | Excellent MS Office skills | E | AF |
| **4.** | **Other Requirements** |  |  |

**Legend**

Rating of attribute: E = Essential; D = Desirable

Source of evidence: AF = Application Form; S = Selection Programme (Including Interview, Test, Presentation)

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforrecruiters/essentialinformationandformsforrecruiters/) **document in order to do this.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants, welding fume) |  |
| 2. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 3. Human tissue/body fluids (e.g. Healthcare settings, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 4. Genetically modified Organisms |  | 16. Confined spaces |  |
| 5. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 6. Night Working  (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 7. Display screen equipment | X | 19. Compressed gases |  |
| 8. Repetitive tasks (e.g. pipette use, etc) |  | 20. Small print/colour coding |  |
| 9. Ionising radiation/non-ionising radiation/lasers/UV radiation | | 21. Soil/bio-aerosols |  |
| 10. Asbestos and/or lead | | 22. Nanomaterials | |
| 11. Driving on University business:  mini-bus (over 9 seats), van, bus, forklift truck, drones only) | | 23. Workplace stressors (e.g. workload, relationships, job role, etc.) | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name** | Ian McCormack |
| **Date** | 23.9.2022 |
| **Extension number** | X2749 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.