

JOB DESCRIPTION

Post: Sustainability Officer

Responsible To: Group Head of Capital Projects

Summary of Post:

To be responsible for the Group's operational response to the climate change / environmental workstream. To deliver the actions identified in the Group's roadmap to carbon net-zero. To provide a source of guidance and support to all Group business areas on environmental issues.

Specific Duties:

1. Working closely with senior managers and the Climate Change and Sustainability group to support the development and implementation of the Group's Sustainability Strategy.
2. To actively support the Group's Climate Change and Sustainability Group and its network of Climate Change Champions implement the Sustainability Strategy.
3. To support the Group to develop and deliver a range of projects / actions to make sure the Group stays on track to becoming a carbon net zero organisation in line with our Sustainability Strategy.
4. To be responsible for developing and maintaining the data which helps the Group understand its carbon emissions – both on an annual and ongoing basis.
5. To keep up to date with all environmental news and developments to make sure the Group is always considering and acting on the latest global and local information and best practice.
6. To advise, guide and support the Group's departments on developing and delivering their Environmental Pledges and how to integrate sustainability into the curriculum and business support teams work.
7. To prepare and write reports to Boards and Committees to highlight the work undertaken or planned in this area.
8. To deliver talks and presentations to Governors, staff and students to build a greater understanding of the environmental challenges facing the Group and society as a whole.

Public

9. To advise and assist in moving towards low carbon heating systems.
10. To be responsible for developing and maintaining the Group's environmental web content.
11. To proactively seek external funding opportunities and available grants to further the Group's environmental work.
12. To develop regular communications / newsletters etc to highlight the Group's progress against the Sustainability Strategy and roadmap to net zero.
13. To work with partner organisations across East Kent to develop a joined-up approach to tackling the damaging impact of climate change.
14. To create and promote behaviour change initiatives focused on sharing the Group's commitment to climate change mitigation and adaptation.

General Duties and Responsibilities:

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

	PERSON SPECIFICATION	Application	Interview	Shortlisting Weighting
Skills				
1.	In-depth knowledge of the science and reasoning behind climate change.	✓	✓	6
2.	Outstanding communication skills, including the ability to provide complex climate and sustainability information into easily digestible forms for different audiences.	✓		4
3.	Ability to effectively liaise with, and present to, a wide variety of audiences	✓	✓	6
4.	High level of computer literacy skills including the ability to use a range of analytical and report-writing software	✓		4
5.	Outstanding report and action plan writing skills	✓		4
6.	Ability to influence staff and external stakeholders to enable climate and sustainability changes to be implemented.	✓	✓	6
7.	Ability to inspire staff and students to make the Group a greener place to learn and work.	✓	✓	6
8.	Ability to work under pressure, prioritise and meet tight deadlines	✓		4
9.	Actively contribute to the College's Safeguarding and PREVENT practice, procedures, culture and ethos	✓	✓	6
Experience				
1.	Proven track record in leading on environmental and sustainability initiatives in a large organisation.	✓	✓	6
2.	Experience of building and maintaining positive relationships with external stakeholders.	✓		6
3.	Experience of managing environmental, climate related or sustainability projects.	✓	✓	6
4.	Experience of analysing data and information on climate and sustainability and presenting them in a way that all audiences can understand.	✓	✓	6

5.	Experience of giving presentations to a wide variety of audiences on environmental issues.	✓	✓	6
6.	Previous experience of considering options to replace fossil fuel heating systems.	✓		4
Education				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		4
2.	English Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		4
3.	Recognised qualification in Environmental issues which specifically focuses on the impact of climate change and how organisations should respond.	✓		2

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6 Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4 Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2 Other relevant - . It would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.