



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Balancing Emissions Coordinator, Faculty of Environment



Salary: Grade 7 (£37,099 – £44,263 p.a. depending on experience)

Reporting to: Cat Scott

Reference: ENVEE1710

Location: University of Leeds (with scope for hybrid working)

We are open to discussing flexible working arrangements

Overview of the Role

Do you have experience working with organisations on the design and delivery of climate strategies? Do you have expertise relating to climate change mitigation and carbon sequestration? Do you have strong analytical, organisational and communication skills and experience in delivering extensive stakeholder engagement?

In 2019 the University agreed seven principles to address the climate crisis, including setting an ambitious 2030 target to reach net-zero greenhouse gas emissions. The Climate Plan represents the single biggest investment made by the University: £174 million over the next decade, more than £150 million of which will be put towards achieving our goal of net-zero greenhouse gas emissions by 2030.

The Climate Plan envisages over an 80% reduction in direct greenhouse gas emissions by 2030 and acknowledges a need to explore mechanisms to remove carbon dioxide from the atmosphere in order to balance any emissions that remain at 2030. We are looking for a Balancing Emissions Coordinator to play a central role in developing a Balancing Emissions Strategy as part of the University of Leeds Climate Plan.

The Climate Plan is a collaborative effort across the University community, involving our academic staff, professional services and students. This is an exciting opportunity to work with both students and staff to co-create an approach to balancing emissions that meets the needs of our University community.

You will develop a deep understanding of the balancing emissions landscape and the complex issues around feasibility of technological solutions, carbon finance, permanence of stored carbon and ethical issues around use of land. You will work with academic and research staff from across the University of Leeds to understand how our existing and potential research could inform the University's approach to balancing emissions. You will have expertise relating to climate change in general and specifically to carbon sequestration via nature-based, technological or geological approaches.

You will design and deliver a series of engagement opportunities to communicate with, and receive input from, the student and staff community to inform the approach taken by the University.



The University of Leeds is actively involved in nature-based solutions projects that will sequester carbon through woodland creation and peatland restoration. In the early stages of this role you will work closely with those projects to develop their ability to generate carbon credits whilst delivering wider benefits such as biodiversity improvement and flood risk reduction.

You will be based in the School of Earth and Environment but work closely with colleagues in the Sustainability Service and Facilities Directorate.

Main duties and responsibilities

- Developing a deep understanding of the balancing emissions landscape across the full range of options (i.e., nature based, technological and geological solutions)
- Leading the development of a Balancing Emissions Strategy that is co-created with the wider University community of staff and students;
- Formulating and managing project milestones for the Balancing Emissions strand of Net Zero Delivery;
- Identifying and prioritising options that would benefit from early investment by the University;
- Leading an annual review of the Balancing Emissions Strategy to ensure that it is responsive to changes in both internal and external conditions;
- Working with the existing nature based solutions projects that the University of Leeds is involved with to develop their ability to deliver carbon credits alongside wider benefits;
- Building collaborative partnerships with other University Centres (e.g., Priestley Centre for Climate Futures, LEAF, Energy Leeds) and other strands of the University Climate Plan;
- Leading the Balancing Emissions Working Group and co-ordinating communications within and beyond the group;
- Representing the Balancing Emissions Working Group at internal meetings and reporting into the Net Zero Working Group;
- Independently managing relationships with internal and external stakeholders, dealing with enquiries as appropriate.



These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

Qualifications and skills

Essential

- An undergraduate degree and/or Master's degree in environmental science, sustainability, climate change;
- An ability to manage, coordinate and develop interactions with stakeholders including students and staff from across the academic and operational spheres of the University;
- Strong analytical skills and the ability to identify and evaluate best practice approaches relating to balancing emissions that could be adopted by the University;
- An ability to support stakeholder engagement activities in diverse forms, whether through face-to-face events or on-line platforms;
- Excellent prioritisation and organisational skills and an ability to work under sustained pressure and to tight deadlines;
- Ability to exercise initiative and work independently, managing your own workload;
- Excellent verbal and written communication skills and the ability to work confidently and assertively with a range of senior stakeholders, using coaching, negotiating, communication and influencing skills to achieve successful outcomes and manage expectations;
- Excellent working knowledge of Microsoft Office, including Teams, Outlook, Flow, Word, Excel and PowerPoint;
- Ability to work with a high level of accuracy and attention to detail including proof-reading skills;
- Excellent team working skills with the ability to work collaboratively and co-operatively with colleagues;
- Proven ability to develop and maintain effective working relationships with colleagues at all levels and external bodies, working with a high level of integrity, discretion and confidentiality.

Desirable

- A PhD in environmental science, climate science, or a related discipline.



Additional information

Please note: If you are not a British or Irish citizen, from 1 January 2021 you will require permission to work in the UK. This will normally be in the form of a visa but, if you are an EEA/Swiss citizen and resident in the UK before 31 December 2020, this may be your passport or status under the EU Settlement Scheme.

Find out more about our [School of Earth and Environment](#)

Find out more about the [Faculty of Environment](#)

Find out more about our [Research and associated facilities](#)

Find out more about [equality](#) in the Faculty.

Our University

As an international research-intensive university, we welcome students and staff from all walks of life and from across the world. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Faculty of Environment we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian and ethnically diverse people; people who identify as LGBT+; and people with disabilities. Candidates will always be selected based on merit and ability.

The Faculty of Environment has received a prestigious Athena SWAN silver award from [Advance HE](#), the national body that promotes equality in the higher education sector. This award represents the combined efforts of all schools in the Faculty and shows the positive actions we have taken to ensure that our policies, processes and ethos all promote an equal and inclusive environment for work and study.

Working at Leeds

We are a campus based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.



Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at foehr@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position, however, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be, in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information.

