



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Environmental Compliance Officer, Sustainability Service



**Salary: Grade 7 (£33,199 - £39,609 p.a.)**

**Reference: FDSUS1016**

**Closing date: 30 October 2018**

**Fixed term for 12 months**

## **Environmental Compliance Officer Sustainability Service, Facilities Directorate**

**Do you have significant experience of working in the field of Environmental and Sustainability Compliance? Do you enjoy developing and implementing compliance approaches? Would you like to apply your expertise in shaping compliance activities at a world leading University?**

We are seeking a highly motivated and experienced individual to oversee and deliver our environmental compliance activity. You will be working closely between both the Sustainability and Health and Safety Services, supporting our organisation wide commitment to sustainability.

Working in partnership with Sustainability Manager and the Senior Health and Safety Manager you will be required to confidently liaise with staff across the University, students and external stakeholders. You will maintain, and ensure compliance against, our institutional legal register, identify areas of risk and develop appropriate policies and procedures to ensure systematic and measured environmental compliance. You will be expected to work across the University and therefore covering different impacts and sources and well as ensure compliance within our contractors and supply chain.

You will have excellent written skills and extensive experience of building effective professional relationships. Previous experience of working in Higher Education would be desirable. You will have excellent communication and organisation skills and will be able to work independently and use your own initiative and judgement in order to make decisions.

### **What does the role entail?**

As an Environmental Compliance Officer you will:

- Provide specialist advice and guidance in the field of environmental compliance to shape the definition and implementation of compliance across the University, ensuring the link to broader sustainability is maintained;
- Lead the development and maintenance of the University's Environmental legal register, working in collaboration to ensure consistency and compatibility with the health and safety legal register.



- Ensure that compliance activities are aligned and fully integrated with the University's Environmental Management Systems;
- Work with colleagues across the University to ensure and maintain compliance against the environmental legal register, this will include;
  - Identification of key risk areas, and
  - Leading the development and implementation of plans and procedures which address specific environmental impacts;
- Follow-up, and take to resolution any complaints or incidents reported by the University community and wider stakeholders;
- Act, in conjunction with the Senior Health and Safety Manager, as a key contact for external enforcement agencies, including the Environment Agency;
- Provide senior managers with updates and clear reports on any issues or incidents and progress against agreed targets;
- Develop and maintain excellent and productive relationships with colleagues across the University;
- Working proactively with procurement, estates and other colleagues to ensure and monitor compliance of suppliers and contractors against the legal, University's and external sustainability requirements;
- Be responsible for monitoring, and building capacity, in relation to upstream compliance against legal and wider University requirements;

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.

## What will you bring to the role?

As an Environmental Compliance Officer you will have:

- Proven track record in the development and implementation of environmental compliance plans and procedures addressing a wide range of environmental impacts in a complex or large organisation;
- Significant experience of working in the environmental compliance field, with extensive knowledge of the UK's legal framework;
- Membership of relevant professional body, for example Institute of Environmental Management and Assessment (IEMA);
- Working knowledge of environmental and safety management systems, preferably ISO14001 and 18001;



- Experience of working with regulators and other external stakeholders;
- Strong interpersonal and communication skills with an ability to communicate with people at all levels and establish and maintain effective working relationships;
- Excellent numeracy and literacy skills with excellent attention to detail and accuracy including experience of effectively analysing and presenting data;
- The ability to exercise initiative and proactivity with evidence of a problem solving and non-bureaucratic approach;
- The ability to work effectively and collaboratively within a team, and the ability to work on own initiative to make independent decisions;
- Excellent organisational skills with an ability to prioritise competing demands and work under pressure in a busy environment to meet strict deadlines;
- The ability to exercise tact and diplomacy and deal with sensitive information and maintain confidentiality at all times;
- Degree level education or equivalent;
- The ability to demonstrate behaviours in line with the principles of sustainability and University values.

You may also have:

- Institute of Environmental Management and Assessment (IEMA) Foundation Certificate or (IEMA) Certificate in Environmental Management;
- Experience of working in Higher Education;
- Working knowledge and understanding of sustainability in its holistic sense.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised [closing date](#)

## Contact information

To explore the post further or for any queries you may have, please contact:

**James Dixon-Gough**

Tel: +44 (0)113 343 35793

Email: [j.dixon-gough@leeds.ac.uk](mailto:j.dixon-gough@leeds.ac.uk)



## Additional information

For more information about Sustainability Services visit <http://sustainability.leeds.ac.uk/>

### Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on 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 [disclosure@leeds.ac.uk](mailto:disclosure@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 on our [Criminal Records](#) information page.

