



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Sustainability Programme Officer, Sustainability Service



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

Reference: FDSUS1018

Closing Date: 17 July 2019

Interview Date: 25 July 2019

Sustainability Programme Officer Sustainability Service

Are you excited about trying out new ideas and making a positive difference? Do you have an excellent knowledge and understanding of sustainability and relish the opportunity to work collaboratively? Do you want to join a dynamic and committed team to help drive forward sustainability at the University?

Sustainability at the University of Leeds has a high profile and is being embedded throughout the organisation; driven through our ambitious Sustainability Strategy. This strategy integrates research and innovation, student education and operations together, driving collaboration and inspiring change. This role will play a key role in driving forward our bold ambition, and ensuring it is linked with the wider city agenda.

You will be responsible for leading a range of projects that will change over time that align with the strategic direction of the Service and the University. In the first instance the programme of work includes the 2023 plastic-free programme and a sustainable procurement programme. You will have excellent problem solving skills combined with substantial experience of leading on successful sustainability related projects.

Working with the Director of Sustainability to deliver projects and activities which support the delivery of a Civic University, you will be able to work effectively with University and city partners to deliver collaborative projects, act a liaison point for internal stakeholders working on this agenda and where appropriate, coordinate University engagement within City consultations.

What does the job entail?

As Sustainability Programme Officer your main duties will include:

- Developing, leading and delivering key projects within the Sustainability Service including setting objectives, delivering core projects, identifying and supporting internal stakeholders and outreach to other institutions;
- Support effective and collaborative delivery of projects across the Service, including project planning, monitoring and communications;
- Reporting on progress of projects and programmes to key stakeholders including undertaking end of project reviews and audits;



- Analysing data and other information to present to diverse audiences to inform and influence decision makers;
- Engaging key stakeholders with the sustainability agenda to ensure that the impact of initiatives and projects are successful and sustained;
- Acting as an advocate of holistic sustainability.

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 Sustainability Programme Officer you will have:

- A degree or equivalent qualification in a relevant subject;
- An excellent knowledge and understanding of the holistic nature of sustainability;
- Experience of leading organisation-wide strategic sustainability projects, which lead to wide scale change;
- Experience of interpreting policy and social change and developing solutions which respond to fast moving changes;
- An excellent understanding and experience of supply chains and their connection to sustainability, specifically in relation to addressing University strategic sustainability priorities;
- Excellent understanding of the higher education environment, including the civic agenda in relation to higher education;
- Proven experience of developing key internal and external stakeholder relationships being able to engage and negotiation in complex environments with working collaboratively and co-operatively with others;
- Excellent communication and presentation skills with an ability to adapt communication style to different audiences;
- Strong analytical and creative skills with an ability to use own initiative in solving problems and making decisions;
- Commitment to act in accordance with University and Sustainability values.

You may also have:

- Excellent data handling skills, with the ability to analyse and interrogate complex data sets.



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:

Katie McGuire, Deputy Director Sustainability Service

Tel: +44 (0)113 343 6573

Email: k.mcguire@leeds.ac.uk

Additional information

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.

Criminal records check

A criminal record check is not required for this position. However, applicants who have unspent convictions, cautions, reprimands and warnings, including any pending criminal proceedings must indicate this in the 'other personal details' section of the application form as well as send us details to disclosure@leeds.ac.uk

Candidates with disabilities

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

