



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Sustainability Programme Officer – Living Lab, Facilities Directorate



Salary: Grade 7 (£35,333 – £42,155 p.a. depending on experience)

Reporting to: Sustainability Manager

Reference: FDSUS1042

Location: University campus (with scope for hybrid working)

We are open to discussing flexible working arrangements

Overview of the Role

This is an exciting opportunity to join the Sustainability Service to support the University in delivering the sustainability commitments which sit at the heart of our strategy. Through our approach we draw on the diverse expertise of our students, staff and partners in finding sustainable solutions to global challenges. This requires significant engagement and collaboration with the whole University community to embed and facilitate change.

In this role you will lead the delivery and advancement of our Living Lab Programme, enabling our strategic approach to sustainability and delivering our Climate Plan commitments. With a background in driving complex projects, you will have the ability to relate sustainability to both education and research. You will demonstrate excellent communication and relationship building skills to influence and engage with passion and energy across the University, our partners and communities to generate and test ideas and solutions to sustainability challenges.

Main duties and responsibilities

- Developing and delivering the University's Living Lab programme in line with the key aims of the University Climate Plan, in particular supporting the delivery of the Net Zero Cities principle;
- Identifying, developing and facilitating innovative project opportunities that integrate research and student education into delivery of sustainability solutions at the University and in partnership with our wider communities and city;
- Ensuring that projects are planned and monitored as a holistic programme, working in collaboration with key roles across the University to ensure effective and impactful delivery;
- Building and maintaining relationships and networks that enhance and support the Living Lab Programme as well as wider sustainability and Climate Plan objectives;
- Raising the profile of the Living Lab internally and externally, communicating activities, celebrating successes and sharing best practice whilst maximising opportunity for scaling and replicating sustainable solutions;
- Working collaboratively as part of the Sustainability Service and wider Facilities Directorate team, supporting and delivering cross-service objectives and programmes of work.



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

- A degree or equivalent qualification in a relevant topic;
- An excellent knowledge and understanding of the holistic nature of sustainability and how this relates to large, complex institutions;
- An understanding of the Higher Education environment, with an ability to relate sustainability to education and research;
- Proven success in project management and delivery, tracking and monitoring performance and coordinating and managing budgets and resources;
- A resilient leader with a proven track record of decision making, strategic thinking, creativity and innovation.

Desirable

- Experience of working in the Higher Education sector;
- The ability to analyse and interrogate complex data sets;
- Experience of securing and/or monitoring research funding;
- Experience of working with students through teaching or wider engagement.

Key Attributes

- Excellent negotiation skills and experience of relationship building across large organisations or stakeholder groups;
- Excellent communication and presentation skills, with the ability to adapt style and information to present complex information to a variety of audiences;
- Tenacity and patience to drive through to results over the long term;
- Collaborative and creative with the ability to work on your own initiative and in a team to solve problems and make decisions;
- Demonstrable behaviours in line with University values.



Additional information

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.

Our University

At the University of Leeds, we are committed to providing a culture of inclusion, respect and equity of opportunity that attracts, supports, and retains the best students and staff from all backgrounds and from across the world. Whatever role we recruit for we are always striving to increase the diversity of our community, which each individual helps enrich and cultivate. We particularly encourage applications from, but not limited to Black, Asian, people who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.

Information for disabled candidates

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

