



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Deputy Director (Sustainability Service), Facilities Directorate



Salary: Grade 9 (£49,149 - £56,950 p.a.)

Reference: FDSUS1007

Closing date: 18th September 2017

Deputy Director, Sustainability Service Facilities Directorate

Do you want to play a key role in creating a truly sustainable university? Do you have significant experience of working in a senior sustainability role combined with a proven ability to lead and manage others? Are you passionate about having a positive impact on society whilst effectively driving forward institutional change?

Sustainability is at the core of the University of Leeds, with our economic, social, environmental and cultural responsibilities a priority alongside our commitment to education and research excellence. We are seeking an exceptional candidate to ensure that we continue our journey to being a world leading sustainable university. With leadership at its heart, this role will be a key part in delivering our ambitious Sustainability Strategy, working with other senior leaders from across the whole University, driving forward high-level decision-making and leading innovative programmes of work. Within this role, you will help shape what the University looks like within the period of the Sustainability Strategy up to 2020, but also beyond to ensure we are a sustainable organisation into the future.

We are looking for someone who has significant experience of working in a senior level sustainability role combined with a proven ability to effectively deliver projects and programmes of work. You will lead our reporting and accountability work as well as providing strategic vision to our positive partner in society theme, therefore it is vital that you are a critical thinker, who understands the complex interactions of all elements of sustainability and how this brings challenges and opportunities for the University of Leeds and wider society. You will also be able to work collaboratively and across boundaries in order to deliver results.

What does the job entail?

As Deputy Director (Sustainability Service), your main duties will include:

- Supporting the Director in the strategic development of the University's Sustainability Service, developing and implementing plans as appropriate;
- Developing and embedding sustainability into the University's core-decision making and the governance structure, including key strategic projects and programmes;
- Responsibility for the successful delivery of the Positive Partner theme of the



University's Sustainability Strategy, including setting the strategic vision, objectives and KPIs for the projects in this area;

- Developing and overseeing the delivery of key external facing engagement programmes, which will create wider social value whilst enhancing the University's reputation in this area. This will include working with key stakeholders in the city region and on a national level;
- Providing highly effective management of staff ensuring that they are committed and motivated to achieve key Service objectives, in line with the University's Strategic Plan and Sustainability Strategy. In addition providing technical support across the Service to support problem solving and wider staff development;
- Responsibility for the development and delivery of a University-wide accountability and governance programme, including ensuring true and accurate reporting to the University's Steering Group, which is led by a representation of the Universities Executive Group (UEG);
- Owning and being accountable for the preparation and production of the University's annual sustainability report, tracking how we are taking responsibility for our environmental, social, community, culture and economic impacts;
- Developing and implementing an auditable, cross-University, systematic approach which enables measurement and reporting of the total value and holistic nature of sustainability, linked to the University's Strategy;
- Providing sustainability leadership across the University and externally, including providing specialist advice to senior leaders in the University Executive Group, Services and Faculties;
- Establishing and driving forward strategic external relationships, building key partnerships across the University's stakeholder group and raising our profile as a sustainable organisation;
- Planning and leading strategic projects, making key decisions that will have impacts across the University, and reporting on project initiatives, progress and implementation to senior management;
- Leading and developing high level collaborative work with senior managers internally and externally;
- Deputising for the Director of Sustainability where necessary including representation at meetings and making decisions in their absence;



- Proactively seeking opportunities for external funding, which supports and enhances the University's Sustainability Strategy, this may include developing project and research partnerships.

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 Deputy Director (Sustainability Service) you will have:

- A degree or equivalent qualification in a relevant subject area;
- Significant experience of working in a senior sustainability role within a complex organisational environment, including experience of setting objectives and priorities;
- An excellent understanding of sustainability, in its holistic sense, alongside the ability to critically evaluate organisational implications and opportunities;
- Excellent understanding of and ability to translate technical information into organisational solutions;
- Significant experience of effective project and programme management work and delivery of sustainability projects within a multi-stakeholder environment;
- A proven ability to lead and manage others, setting and achieving high standards of performance and demonstrating well defined people management and coaching skills;
- Highly developed communication, negotiation and influencing skills with the ability to persuade others at all levels;
- Experience of developing and being part of effective professional external networks;
- Excellent analytical skills with the ability to solve complex problems using own initiative and sound judgement, demonstrating tenacity and commitment to achieving timely results;
- Demonstrable ability to work collaboratively and across boundaries in order to deliver results with evidence of success in building and maintaining effective and productive working relationships internally and externally and across all levels;
- Demonstrable behaviours in line with [University](#) values.



You may also have:

- Experience of delivering community engagement programmes;
- Experience of working in or with the Higher Education sector to progress the sustainability agenda.

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:

Dr Louise Ellis, Director of Sustainability Service

Tel: + 44 (0)113 343 2004

Email: l.a.ellis@leeds.ac.uk

Additional information

Working at Leeds

You can find out more about our generous benefits package and what it is like to work at the University and live 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.

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.

