



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Sustainability Student Architects, Facilities Directorate



**Salary: Grade 2 (£8.45 per hour)**

**Fixed-term – 10 month contract / Part-time – (circa 6 hrs per week)**

**Reference: FDSUS1008**

**Closing date: 22<sup>nd</sup> September 2017**

# Sustainability Student Architects

## Sustainability Service - Facilities Directorate

**Are you excited about trying out new ideas and making a positive difference? Do you want to contribute to exciting projects for Sustainability? Do you want to be part of 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. As part of its aim to help expand sustainability knowledge and engagement across the student and wider communities, the Sustainability Service is now seeking to appoint up to five Sustainability Student Architects who will support core projects in line with the University Sustainability Strategy, and promote events and other sustainability campaigns and initiatives.

You will be a current University of Leeds student and have a personal interest in sustainability. You will have good communication and interpersonal skills and an ability to interact well with others. You will be able to work effectively as part of a team, but also on your own initiative and have an enthusiastic and pro-active approach.

You will be required to work flexibly, which may include working evenings and weekends when appropriate and working variable hours (hours will be approximately 6 hours per week).

### What does the job entail?

As a Sustainability Student Architect, your main duties will include:

- Supporting one of the core projects below in line with the University's [Sustainability Strategy](#). These include:

#### **The Student Citizenship Programme:**

Students come to the University of Leeds to study in a vibrant, research intensive environment. While they're here, we encourage them to think beyond their studies and become responsible citizens who contribute to the communities they live and work in. The Student Citizenship Programme supports our students' integration into the local community and aims to ensure that theirs, and other



resident's, experience of their time in Leeds is a hugely positive one.

Objectives of this project will include:

- Assisting with the delivery and development of innovative student engagement initiatives that encourage responsible and active citizenship.
- Supporting the marketing and communication of initiatives. This may include social media, blog writing and developing posters.
- Overseeing student-facing initiatives and events.
- Supporting the coordination of Sustainability Volunteers for initiatives including the Welcome to Leeds campaign.

**The Sustainable Laboratories Programme:**

Laboratories have a high energy consumption and often use finite materials and generate large quantities of waste. Social impacts such as unethical equipment purchases and transparency of supply chains are also an issue. With over 400 labs on campus alone, the University recognises the large environmental and social impacts labs can have on the wider community.

Objectives of this project will include:

- Supporting the development of sustainability lab induction materials; increasing awareness of sustainability actions within lab environments.
- Supporting the communication of sustainability initiatives to labs across the University. This may include social media, blog writing and pop-up events.
- Assisting with the development of a sustainability campaign aimed at increasing more sustainable laboratory working practises.
- Researching initiatives to increase student involvement in sustainable lab activities across the University.

**Sustainability in the curriculum:**

Sustainability is part of being a student at the University of Leeds, no matter what your discipline. We aim to provide all students the opportunity to study sustainability, to foster an understanding of what it is and how it applies to them.



We are already making progress through initiatives such as; the award winning Creating Sustainable Futures Discovery Modules, offering sustainability degrees, and delivering bespoke course modules.

Objectives of this project will include:

- Identifying opportunities to increase the number of sustainability themed dissertation topics, e.g. when to engage with specific courses, if there are seminars or workshops we can attend, what information students need etc.
- Supporting the logistics and delivery of the annual Student Conference on Sustainable Futures.
- Researching opportunities to engage students with the [Living Lab Programme](#).

**Sustainability in University Catering Services:**

Great Food at Leeds is responsible for 13 restaurants and coffee shops across campus serving over 40,000 staff and students each week. They also manage the University's delivered catering service [Deli\(very\)](#). Here at Leeds, we have been a Fairtrade University since 2005 and source locally produced food wherever possible, with 65% of our suppliers located within 40 miles of the University.

Objectives of this project will include:

- Supporting the implementation of sustainability projects within University Catering Services.
- Assisting with the communication of sustainability initiatives involving reusable products and messaging at conferences.
- Supporting the ongoing development of Fairtrade activities across the University throughout the year in line with the NUS Fairtrade standard.

Other duties of the role will include:

- Promoting the Sustainability Service at key events, e.g. University Open Days, the Sustainable Futures Conference, Discovery Theme fairs and Welcome to Leeds campaigns;



- Supporting the marketing of the service and communication of the Sustainability Strategy by, for example, using social media to publicise events or contributing to the Sustainability Service blog;
- Supporting student facing activities when necessary;
- Assisting with other sustainability campaigns and projects when necessary;
- To undertake any other reasonable duties as directed.

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 a Sustainability Student Architect you will have:

- Successfully enrolled onto a degree course or PhD at the University of Leeds;
- Good knowledge of and interest in current sustainability issues;
- Excellent written skills with experience of writing reports for different audiences, with a high level of accuracy and attention to detail;
- Excellent organisational skills with an ability to work under pressure and to respond to changing priorities and demands;
- Excellent IT skills with experience of using various Microsoft packages, including Word, Excel and Outlook;
- Experience of developing effective working relationships with a proactive and positive approach to working with a wide range of stakeholders;
- Excellent communication skills with the ability to present sustainability issues to different stakeholders;
- Demonstrable behaviours in line with [University](#) values.

You may also have:

- Experience of working in a customer/client focused environment;
- Experience of working on events and campaigns;
- Experience of using social media.



## How to apply

To apply for this post please submit a CV and covering letter, indicating your preference(s) to which core Architect project you wish to apply for (p.3, 4 and 5) and outlining how you meet the role specification above, to:

**Roona Ohwoisi – Facilities Directorate HR Team**

Email: [FDHRsupport@leeds.ac.uk](mailto:FDHRsupport@leeds.ac.uk)

Applications should be submitted by **23.59** (UK time) on the advertised closing date – 22<sup>nd</sup> September 2017

## Contact information

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

**Joshua West – Sustainability Projects Assistant**

Tel: +44 (0)113 343 30641

Email: [j.west1@leeds.ac.uk](mailto:j.west1@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](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.

