**UNIVERSITY OF STIRLING**

ESTATES & CAMPUS SERVICES - SAFETY, ENVIRONMENT AND CONTINUITY

TEMPORARY ENVIRONMENT ADVISOR (maternity cover) – GRADE 7 £36,333 (pro rata), pay award pending.

JOB DESCRIPTION

**About Estates & Campus Services**

The Estates & Campus Services (E&CS) Directorate at the University of Stirling comprises three divisions: Safety, Environment and Continuity; Property Management (Capital, Maintenance and Grounds) and Security, and Reception services.

**The Estate**

The University’s Stirling Campus extends to 330 acres and is a complex and diverse range of buildings comprising academic, research (including laboratories), large student residences estate, hotel & conference centre, sports facilities, catering, library, students’ union, retail, offices, cinema and theatre.

The University also has a number of off-campus leased properties and remote research facilities.

 **The Role**

Reporting to the Head of Safety, Environment and Continuity, the Environmental Advisor will take a lead role in the promotion, development and embedding of environmentally sustainable practice and culture across the University.

You will take the lead role in fostering positive behaviours and will utilise technology to deliver a culture of environmental sustainability which contributes to the University’s strategic objectives, reputation, compliance and efficient performance.

Your work will involve close liaison with staff at all levels in academic and professional service areas to ensure that the activities managed within these areas are properly integrated with the University’s corporate approach and ambition. You will be responsible for providing advice on legislative compliance, good practice, developing strategy and facilitating continuous improvement.

A key component of the role will be to work with staff and student groups in particular the University of Stirling Students Union and the Students Unions’ Environmental team to ensure that the University’s and Student Union environmental objectives are aligned.

You will need appropriate professional experience combined with excellent planning, communication and relationship-building skills.

**Main purpose of the Job:**

* Support, develop and promote the University’s environmental sustainability strategy, policy, and procedures for managing and monitoring performance, including the formation of action plans, with Faculties, Students and Service Areas
* Oversee all aspects of environmental risk and develop associated compliance strategies and policies
* Develop and maintain an environmental legislation register and ensure that the University’s activities are compliant
* Undertake proactive and reactive monitoring of environmental performance; investigate and report on environmental incidents and analyse incidents to identify trends in the occurrence
* Carry out periodic environmental inspections, and audits of all relevant University buildings and processes, making relevant recommendations and providing pragmatic solutions to maintain legislative compliance
* Actively seek out funding opportunities and lead in the development of funding bids for environmental improvements and promotion
* Provide support in the development and review of an environmental risk register with particular emphasis on climate change adaptation strands including flood risk, overheating, and storm damage
* Provide input to the Estates and Campus Services departmental risk register, highlighting environmental items that should be considered for the University’s strategic risk register
* Actively contribute to the University’s delivery of the Climate Change (Scotland) Act 2009 targets for reduced greenhouse gas emissions and net zero targets
* With E&CS section heads, promote and influence the development of business cases to improve the University’s environmental performance in respect of energy & emissions, transport, waste, climate change adaptation, sustainable procurement, biodiversity, and low carbon capital projects
* Promote innovation, energy awareness (e.g., the impact of energy consumption and carbon emissions as a result of the University’s operation) and sustainability good practice
* Collaborate with academic colleagues to increase sustainability UG opportunities including class projects and student led activities
* Manage and develop the environment website and work with CMR to promote an integrated approach to sustainability
* Develop and manage the University’s Environmental Management System
* Develop behavioural change initiatives across the University to help staff and students create sustainable habits for themselves and the university for the benefit of the wider environment and community
* Play an active/ lead role in environmental and sustainability groups across the University including Corporate Sustainability Group and Green Champions, etc.
* Establish networks and collaborate at local, regional and national level to keep abreast of new research, best practice ad benchmarking with appropriate peer institutions and organisations such as SEPA, Stirling Council, Scottish HE funding council industry funders, Scottish Water, IEMA, EAUC, SAUDE sub-groups and other networking groups Set, manage and monitor annual savings target for energy consumption
* Collate data, analyse, validate, prepare and submit statutory and sector (e.g. EMR, Green Scorecard, PBCCRD, Heat Network Regulations, SEC annual report etc.) reports. The post holder may take lead responsibility in the preparation of these reports or in some instances may work with others
* Provide advice to faculties and directorates and carry out audits to ensure legislative compliance
* Develop and implement systems to monitor and evaluate sustainable impacts e.g. carbon reduction, waste, water, travel, sustainable procurement
* Provide an annual report on environmental matters for inclusion in the annual report which is presented to the university’s Corporate Sustainability Steering Group.
* Provide support, as required, to the Head of Safety, Environment and Continuity including during incidents both on and off campus.
* Maintain and promote Health and Safety standards.
* Support the Head of SEC and the team, as required, to ensure continuity and risk management
* Plan, develop, review and update, in conjunction with SEC and E&CS, the University’s emergency procedures and ensure that these dovetail into the University’s Major Incident Response Plan and cover all foreseeable incidents

# **Skills and Competences required**

# **Person Specification**

**Essential Criteria**

* Qualified to degree level or equivalent
* Excellent working knowledge of environmental legislation and policy and experience of applying knowledge and initiative to solve operational problems
* Working knowledge of environmental sustainability issues, standards and drivers and the ability to identify potential risks and opportunities for all aspects of sustainable development.
* Experience of standards relating to construction projects including BREEAM and LEED assessment methodologies
* Knowledge of current advancements and requirements within sustainability including the current Scottish Government’s agenda and targets.
* Excellent leadership, communication and interpersonal skills (including relationship-building skills, negotiation, presentation and the ability to produce clear, well-structured and concise reports)
* Experience of stakeholder engagement, influencing senior managers and peers in operational and behavioural change and implementing change in complex organisations.
* The ability to support SEC colleagues and contribute to the wider departmental agenda.
* Self-motivated with the ability to work independently or as part of a multi-disciplinary team
* Excellent judgement, with experience of managing conflicting demands and making sound decisions under pressure (often with limited information)
* Proven experience in conducting audits, undertaking risk assessments, report writing, presenting and compiling and implementing policies and procedures.
* Proven planning, data collection and analytical skills with experience of developing, manipulating and interpreting data using reporting tools allied to complex databases
* Excellent IT skills including MS Office, SharePoint, BMS, smart meter reading software
* Financial and commercial awareness.

**Desirable Criteria**

* Membership of IEMA
* Awareness and understanding of key factors currently affecting higher education sector
* Experience of Public Sector procurement rules and regulations
* Working knowledge of health and safety and other legislation that impacts on the day to day operation and management of the Department’s activities
* Experience of working within a higher education environment or similar
* Experience of dealing with external consultants, contractors and statutory authorities
* Experience of project managing within a fast paced operation whilst balancing a number of priorities and managing a number of activities at the same time
* Full driving licence.

**Behaviours / Competencies**

We place great importance on behaviours and attitudes during the selection process to ensure that we bring people into the University who support the way we do business. In addition to the duties and responsibilities associated with this role, the role holder will be required to evidence that they can meet the qualities associated with the following behavioural competencies, as detailed within the AUA Competency Framework.

1. **Managing self and personal skills**

Being aware of own behaviour and mindful of how it impacts on others, enhancing personal skills to adapt professional practice accordingly.

1. **Delivering excellent service**

Providing the best quality service to external and internal clients. Building genuine and open long-term relationships in order to drive up service standards.

1. **Finding solutions**

Taking a holistic view and working enthusiastically to analyse problems and to develop workable solutions. Identifying opportunities for innovation.

1. **Embracing change**

Being open to and engaging with new ideas and ways of working. Adjusting to unfamiliar situations, shifting demands and changing roles.

1. **Using resources effectively**

Identifying and making the most productive use of resources including people, time, information, networks and budgets.

1. **Engaging with the wider context**

Enhancing your contribution to the organisation through an understanding of the bigger picture and showing commitment to organisational values.

1. **Developing self and others**

Showing commitment to own ongoing professional development. Supporting and encouraging others to develop their professional knowledge, skills and behaviours to enable them to reach their full potential.

1. **Working together**

Working collaboratively with others in order to achieve objectives.  Recognising and valuing the different contributions people bring to this process.

1. **Achieving results**

Consistently meeting agreed objectives and success criteria. Taking personal responsibility for getting things done.

**Additional Information / Special Conditions**

Post holder will be required to work out of hours as and when is required.