University of Nottingham
UK | CHINA | MALAYSIA

Role profile

Job title	Senior Environment Officer	**Job family and level**	Administrative, Professional and Managerial Level 4
School/ Department	Energy & Environmental Sustainability Team Estates and Facilities	**Location**	Based at University Park Campus but working across all UoN UK campuses

Purpose of role

A key role in the Sustainability Team to support the delivery of the University's environmental sustainability plan. Working with a diverse range of schools, departments and external agencies you will embed best practice in our activities and operations and contribute to ensuring that the University of Nottingham continues to be a leading 'Green' University.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	**% time per year**
1	To assist in the implementation of the University's Climate Change and Environmental Sustainability Strategy and contribute to the formulation of environmental policies and delivery plans	50%
2	To manage the Environmental Management System, advise on relevant environmental legislation ensuring compliance	20%
3	To assist in the monitoring and reporting of sustainability performance data including Sustainability KPIs	10%
4	Lead initiatives to embed sustainability across University operations, teaching, research and engagement activities.	10%
5	To assist in the communication of environmental performance and to raise awareness of environmental initiatives to the University community and externally as necessary.	5%
6	Any other duties required for the post	5%

Person specification

	Essential	Desirable
Skills	▪ Excellent IT skills including knowledge of Microsoft Office packages ▪ Excellent communication skills and ability to forge relationship with a diverse range of functions ▪ Ability to work under pressure ▪ Ability to work independently and as part of a team ▪ Excellent attention to detail ▪ Ability to interpret information and seek solutions ▪ Proven problem solving and analytical skills ▪ Excellent presentation skills	▪ A willingness to undertake further training and to adopt new procedures
Knowledge and experience	▪ Knowledge and understanding of government environment policy, strategy and legislation regarding environmental ▪ Report writing for formal decision making processes ▪ Understanding of current environmental legislation ▪ Knowledge and understanding of Health and Safety legislation	▪ Experience of implementing an EMS in a large public sector organisation ▪ Experience of web authoring ▪ Presentation skills to a diverse audience
Qualifications, certification and training (relevant to role)	▪ Degree in a relevant environmental subject with some relevant experience in a similar role **or** proven relevant experience in a similar role	▪ Full, current driving ▪ Post graduate qualification in environment related subject ▪ Membership of a relevant professional body

Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

Valuing people	Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
Taking ownership	Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
Forward thinking	Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
Professional pride	Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
Always inclusive	Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others

