



## Job Description & Person Specification

<b>Post title:</b> Sustainability Assistant	<b>Post No:</b> 550703
<b>School or Department:</b> Estates – Sustainability Team	<b>Date created:</b> 2 <sup>nd</sup> May 2024
<b>Grade:</b> E	<b>Hours per week:</b> 37
<b>Immediate line manager:</b> Environmental Manager	
<b>Title &amp; Grade of posts line managed by postholder:</b> N/A	

**Job purpose:** To assist and support the NTU Environmental Manager and the wider NTU Sustainability Team with the ongoing maintenance, implementation and development of NTU's ISO14001 Environmental Management System, with a specific focus on waste management. To provide support to the Environmental Manager in managing the University's waste contracts and compliance assurance. To conduct regular site checks across all NTU campuses, raise findings including observations and non-conformities using established systems, and assist with the implementation of corrective actions.

**Principal duties and responsibilities:** The role will encompass all of the following, but the balance of duties and responsibilities will be determined in discussion with the post holder's line manager:

### A) Principal Duties

1. Support in the day to day administration and maintenance of NTU's Environmental Management System and update key documents as/where required.
2. Support with the management of the University's waste including the resolution of any compliance queries.
3. Support the NTU Environmental Manager and NTU Operations Manager's with the management of the University's waste contracts, including the resolution of any day to day service issues across the campuses, adherence to contracts and compliance obligations.
4. Undertake site audits and checks across all NTU campuses as directed by the Environmental Manager, including working on any corrective actions where required.
5. Assist with collation, input, analysis, interpretation, visualisation and reporting of environmental performance datasets.
6. Input into and support various projects within the NTU Sustainability Team to enable the overall achievement of the NTU EMS Objectives.
7. Assist with producing reports regarding environmental objectives, targets and audit recommendations
8. Deliver appropriate EMS-related staff and student awareness-raising and engagement activities. These may include training, delivering presentations, mentoring, running campaigns, creating promotional materials, and using relevant communication channels to disseminate key messages.

**N.B.** The post-holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

## Personal Attributes

Attributes	Essential	Desirable
<b>Knowledge</b>	<p>Working knowledge of ISO14001 and Environmental Management Systems.</p> <p>Knowledge of environmental impacts.</p> <p>Understanding of legislative and contractual compliance applicable to environmental management.</p> <p>Working knowledge of a variety of digital technologies and software packages - particularly MS Excel, MS Word, and MS PowerPoint.</p>	<p>Understanding of UK Higher Education (HE) sector.</p> <p>Understanding of circular economy principles.</p> <p>Knowledge of environmental legislation pertaining waste e.g. duty of care.</p>
<b>Skills</b>	<p>Excellent organisational and time management skills.</p> <p>Good communication and influencing skills, particularly verbal communication.</p> <p>Good analytical and problem-solving skills.</p> <p>Ability to work on own initiative and as part of a team.</p> <p>Ability to multi-task and work across several projects concurrently.</p> <p>Ability to develop good working relationships at all levels.</p>	<p>Strong negotiation skills.</p> <p>Strong report writing skills.</p> <p>Methodical worker with strong record keeping skills.</p>
<b>Experience</b>	<p>Demonstrable experience of working on projects to tackle sustainability issues.</p> <p>Demonstrable experience of practical implementation of solutions to sustainability issues in a work or voluntary capacity.</p> <p>Ability to develop and implement best practice on sustainability issues.</p> <p>Experience of conducting site checks, inspections, and or audits.</p>	<p>Experience of working with a range of internal and external stakeholders.</p> <p>Experience of working in the UK Higher Education Sector.</p> <p>Experience of working in waste management.</p> <p>Experience of delivery of training and/or upskilling.</p>
<b>Qualifications</b>	<p>A relevant environmental or sustainability-related degree, equivalent qualification or relevant industry experience.</p>	<p>Membership of a relevant professional body e.g. IEMA, CIWM, CIWEEM.</p>

## Competencies

Essential Competencies	Desirable Competencies
<p><b>Organisation and delivery (Level 3)</b> Takes account of organisational priorities to ensure that operational and strategic plans are being implemented and achieved.</p> <p><b>Adaptability (Level 3)</b> Embraces and manages change. Seeks opportunities for change. Uses established tools, techniques, and methodologies to plan and implement change.</p> <p><b>Communicating and influencing (Level 2)</b> Communicates information effectively to a wide range of diverse stakeholders, influencing events.</p> <p><b>Team Working (Level 2)</b> Contributes to team development, seeking and testing improvements to the team's outputs/service.</p>	<p><b>Customer Focus (Level 2)</b> Works to identify customer needs. Seeks feedback and develops service delivery accordingly. Influences and develops ideas to enhance customer satisfaction.</p> <p><b>Creativity and innovation (Level 2)</b> Seeks out, reviews and implements new ways of working to improve delivery of service.</p>

[N.B All competencies should be drawn from the NTU Competency Framework which can be found [here](#)]

**Job Description and Person Specification created by (post title): Environmental Manager and Head of Sustainability.**

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