

## Job Description

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| <b>Post/Job Title:</b>               | <b>Sustainability Support Officer</b>  |
| <b>Faculty/Professional Service:</b> | <b>Estates and Facilities</b>  |
| <b>Group/Section:</b>                | <b>Sustainability Team</b>   |
| <b>Location including building</b>   | <b>Studland House</b>  |
| <b>Normal Hours per week:</b>        | <b>37 (some flexibility will be required to ensure key timescales and deadlines are met)</b>                       |
| <b>Grade:</b>                        | <b>4</b>   |
| <b>Accountable to:</b>               | <b>Head of Sustainability and Workplace</b>  |
| <b>Accountable for:</b>              | <b>Providing technical support to the Sustainability Team to help deliver objectives and meet BU Strategy aims</b> |

### **Job Purpose**

To provide a wide range of technical support to the Sustainability Team, contributing to all aspects of the operation of the University's Sustainability Policy, Environmental Management System, and Climate and Ecological Crisis Action Plan (CECAP), and the effective management of all of the University's environmental aspects and impacts.

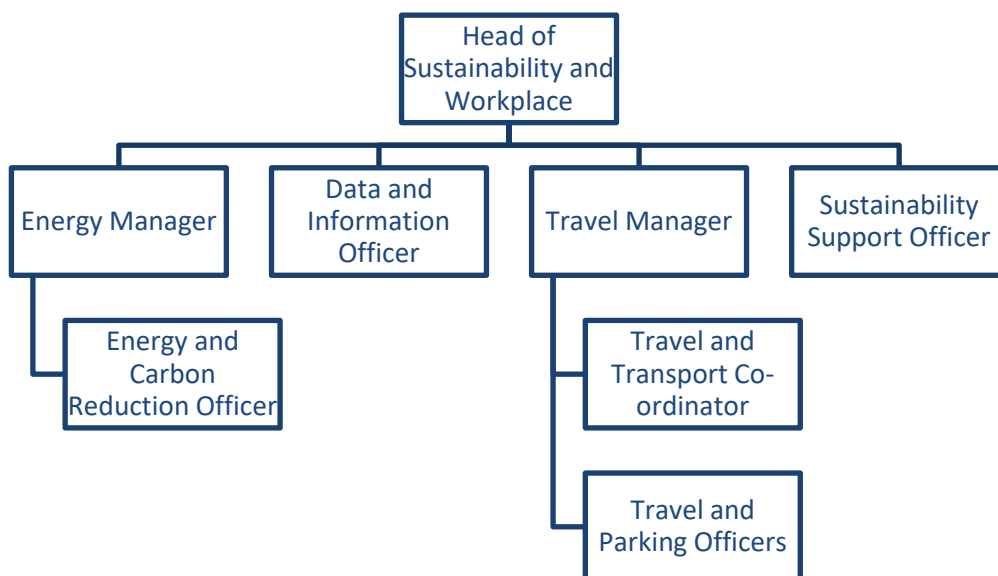
The role requires an initiative-taking approach and a good understanding of sustainability issues. The individual will work to support the delivery of a diverse and extensive sustainability agenda across the University. They will be a champion for sustainability at BU and engage widely with staff, students and community.

### **Main Responsibilities**

- Provide technical support to the Sustainability Team on the implementation and delivery of policies, procedures, plans and initiatives to help embed sustainability at BU.
- Provide technical support to the Sustainability Team on the operation and continual improvement of the ISO14001 Environmental Management System.
- Contribute to the review, implementation and communication of the University's Sustainability Policy, and other sustainability-related policy documents.
- Assist with the development of policies, operational control procedures and guidelines to ensure continual improvement in all areas of environmental management.
- Provide technical support to the Sustainability Team in the implementation of the University's Climate and Ecological Crisis Action Plan and Travel Plan.
- Contribute to the improvement of waste minimisation and recycling regimes.
- Coordinate the implementation of the Biodiversity Action Plan and prepare progress reports.

- Coordinate implementation of Fairtrade and Sustainable Food Policies and action plans.
- Support the university in delivery of the Sustainable Procurement Policy including through tenders and in life contract support and carbon measurement.
- Provide support to the Sustainability Academic Network to support achievement of CECAP objectives to embed the UN Sustainable Development Goals in the curriculum.
- Contribute to accurate data collection, monitoring and reporting requirements across all impact areas.
- Design and deliver sustainability awareness and engagement initiatives, training and events and advise staff and students on good sustainability practice.
- Monitor and report the level of staff and student buy-in to sustainability initiatives and recommend ways to improve engagement.
- Support the production of sustainability reports bringing together case studies and data to share BU's progress against sustainability objectives including the CECAP and UN SDGs.
- Maintain sustainability communication with internal and external stakeholders through presentations and various media, including newsletters and press releases, posters, social media, monitoring emails and maintaining the Sustainability website, Student Portal and Staff Intranet pages.
- Develop and maintain strong collaborative relationships with staff and students and support staff and student sustainability networks.
- Develop links with external organisations to share good practice and implement what works to engage staff and students in sustainability initiatives, for example through Carbon Literacy or EAUC.
- Co-ordinate the reporting and submission of data and case studies for the University's sustainability rankings and performance measures including The Times Higher Education Sustainability Impact Rankings, Estates Management Returns and the University League.

### **Organisation Chart**



## **Contacts**

**Internal:** Estates staff, and Students Union, Professional Services and Faculty staff at all levels of the University

**External:** Members of the local community; Local Authority and members of local groups; professional university networks.

## **Challenges**

Balancing support to the Sustainability Team multi-tasked workload; raising awareness and engaging with students and staff across the University.

## **Information Governance Responsibilities**

Data User Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

## **Safeguarding and Regulated Activity**

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an offence to apply for and perform the role, if a person is barred from engaging in regulated activity. Further information is available in BU's Safeguarding Policy and Suitability Statement on the Recruitment and Employment of Ex-offenders.

## **Additional Information**

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

**June 2026**



## Person Specification

|  |                              |
|--|------------------------------|
| Post/Job Title: Sustainability Support Officer Post No: POSN100102   |                              |
| Faculty/Support Service: Estates   | Date: June 2026              |
| <b>SELECTION CRITERIA</b>  | <b>Essential / Desirable</b> |
| <b>Knowledge (including experience &amp; qualifications)</b>   |                              |
| A Degree in a related discipline   | E                            |
| Knowledge and understanding of a wide range of sustainability issues including energy/water/carbon management, waste, transport, biodiversity, sustainable and ethical procurement, social justice etc | E                            |
| Knowledge of certified Environmental Management Systems (EMS), e.g. EcoCampus, ISO14001 or EMAS  | D                            |
| Knowledge of behaviour change techniques   | E                            |
| Working knowledge of good sustainability practice  | E                            |
| Recent practical experience of awareness-raising or campaigning on sustainability issues   | E                            |
| Experience of organising events or training activities   | E                            |
| Experience of using different communication channels to reach target audiences   | E                            |
| Experience of maintaining web pages  | D                            |
| <b>Skills</b>  |                              |
| Strong interpersonal skills  | E                            |
| Excellent organisational and administrative skills   | E                            |
| Ability to develop effective relationships with people at all levels, both internal and external   | E                            |
| Ability to negotiate and influence others at a level commensurate for the role   | E                            |
| Excellent numerical and analytical skills  | E                            |
| Good level of computer literacy, including working knowledge of MS Office and excellent Excel skills   | E                            |
| Excellent written and verbal communication skills, especially presentation skills  | E                            |
| Research and report writing skills   | E                            |
| Data gathering, interpretation and analysis  | E                            |
| Ability to prioritise and manage a busy workload and work to tight deadlines   | E                            |
| Ability to work flexibly to accommodate changing priorities and deadlines  | E                            |
| <b>Attributes</b>  |                              |
| Team player with ability to work independently   | E                            |
| Self-motivated and enthusiastic  | E                            |
| Ability to motivate others into action   | E                            |
| Proactive  | E                            |