University of West London
The Career University

Job Description

Job title	Senior Sustainability Manager
School / department	Sustainability Department
Grade	Grade 7
Line manager	Head of Sustainability
Responsible for (direct reports)	N/A
Date of creation or review	10/04/2025

Main purpose of the job

The University of West London (UWL) has been widely recognized for its leadership on sustainability; ranking third in the People & Planet League overall and first for Carbon Reduction, as well as being named Environmental Corporate of the Year at West London Business 2024 Awards. The University has ambitious sustainability targets framed by the business strategy Impact 2028 and the commitment to become a Net Zero institution (scopes 1 and 2) by 2030.

The Senior Sustainability Manager will play a key role in continuing to enhance the sustainability performance of UWL.

In the context of global efforts and agreements on climate change and growing emphasis on sustainability within higher education, you will work with staff and students across UWL, from key operational staff to our leading academics, as well as external partners, to further our sustainability performance.

The postholder will be responsible for developing and implementing strategies to reduce UWL's environmental impact associated with procurement, waste and travel, whilst also engaging staff and students to contribute toward UWL's sustainability ambitions.

Through examining our operations, you will establish where improvements can be made and ensure compliance with environmental legislation, and our Environmental Management System.

The Senior Sustainability Manager will support the embedding of environmental and social governance within the institution and work to educate and inform other areas of the business on the positive contributions that can be made towards UWL's sustainability agenda beyond operational environmental sustainability.

The role will report to the Head of Sustainability and will sit within the Sustainability Department.

Key areas of responsibility

- **Waste and Travel Reduction:**
    - Develop and implement waste reduction programs and initiatives across the university.
    - Collaborate across departments to instil circular economy principles, behaviours and practices.
    - Analyse travel-related data to understand current practices and behaviours.
    - Promote sustainable travel options and develop initiatives to reduce travel-related emissions.
    - Ensure delivery and continual improvement of appropriate monitoring systems to report on the effectiveness of waste and travel reduction initiatives to the Waste Working Group and Net Zero Working Group.

- **Emissions Reduction through Supplier Engagement:**
  - Develop strong working relationships with the Procurement team to be able to collaboratively engage suppliers on sustainability and improve supplier performance in this area.
  - Provide subject matter expertise and advice to inform tender requirements, the inclusion of sustainability KPI indicators in procurement and other sustainable procurement practices.
  - Lead the development of strategies to minimise emissions associated with purchased goods and services and capital expenditures.
  - Assess and implement new methodologies, processes and activities to improve the quality and accuracy of Scope 3 emissions along with other sustainability impacts, this includes developing and implementing an industry aligned Net Zero Carbon supplier tool.
  - Ensure delivery and continual improvement of appropriate monitoring systems to report on the effectiveness of supply chain carbon reduction initiatives to the Net Zero Working Group.

- **Environmental Management System (EMS):**
  - Coordinate and implement the University's Environmental Management System.
  - Ensure compliance with relevant environmental legislation and standards.
  - Monitor effectiveness of the University's Environmental Policy and identify opportunities for improvement.
  - Maintain environmental documentation and registers.
  - Conduct regular internal audits and assessments to identify areas for improvement.

- **Engagement and Education:**
  - Develop and deliver campaigns to engage the university community in sustainability efforts.
  - Provide training and resources to staff, students, and faculty on sustainability practices.
  - Design innovative communications to promote sustainable behaviours.
  - Foster a culture of sustainability through ongoing education and awareness programs.

- **Reporting and Analysis:**
  - Use your professional knowledge and experience as a sustainability practitioner to resolve problems,
  - Contribute toward the monitoring and reporting of the University's sustainability performance.
  - Analyse data to identify trends and areas for improvement.
  - Prepare papers and reports for monitoring and governance.
  - Identify projects that will improve the accuracy and quality of sustainability data.

- **Collaboration and Networking:**
  - Work directly with the Head of Sustainability, along with internal and external stakeholders, to advance sustainability at UWL and deliver on the University's commitments.
  - Attend and provide reports and recommendations to appropriate committees and working groups as required.
  - Contribute to the development of strategies and action plans in all areas of sustainability.
  - Represent UWL in industry networks and forums.
  - Build partnerships with other institutions and organisations to share best practices.

- **Knowledge and Development**
  - Undertake research in all aspects of environmental sustainability to keep up to date with legislative and regulatory compliance, as well as developments in the industry and sector.
  - Identify opportunities to develop and increase participation in special interest groups, relating to sustainability.
  - Attend work related training as appropriate to ensure continued professional development.
  - Take on leadership of the Sustainability Department in absence of the Head of Sustainability.

To embed sustainable and inclusive practises in day-to-day activities and the wider departmental service and to identify areas of the operation where there is opportunity for improvement.

To work in accordance with UWL's equality and diversity policies.

Undertake any other duties appropriate to the grade required by the department senior management team.

Person Specification

	Criteria	Essential or Desirable[1]	Demonstrated[2]		
			Application	Interview	Test / Exercise
Qualifications and/or membership of prof. bodies	An undergraduate degree in a subject related to sustainability and/or environmental management.	Essential	X	X	
	Master's degree, or equivalent, in a relevant discipline	Desirable	X	X	
	Membership of a relevant professional body e.g. Institute of Environmental Management and Assessment (IEMA).	Desirable	X	X	
Knowledge and experience	An established track record in sustainability, with deep knowledge and understanding across a breadth of sustainability issues.	Essential	X	X	
	In-depth understanding of Green House Gas (GHG) emissions and carbon reduction strategies.	Essential	X	X	
	Knowledge of Environmental Management Systems (ISO14001 / EcoCampus) and associated environmental regulation and legislation.	Essential	X	X	
	Experience of working in cross-functional business teams	Essential	X	X	
	Experience developing plans for achieving organisational objectives and targets.	Essential	X	X	
	Experience of establishing and working toward Science Based Targets.	Desirable	X	X	
	Knowledge of the procurement life cycle and supply chain from a sustainability point of view.	Desirable	X	X	

	Experience working with suppliers to support their carbon reduction efforts	Desirable	X	X	
	Knowledge and experience of delivering behaviour change campaigns and/or events.	Desirable	X	X	
	Experience managing environmental compliance.	Desirable	X	X	
	Experience in the public/education sector.	Desirable	X	X	
Specific skills to the job	Ability to communicate complex issues relating to Sustainability via high quality reports, presentations and content.	Essential	X	X	
	Confidence in initiating, progressing and monitoring projects by utilising excellent organisation and time management skills.	Essential	X	X	
	Excellent interpersonal skills with the ability to communicate and positively influence a wide range of stakeholders and colleagues at all levels, within and across teams.	Essential	X	X	
	Analytical skills with the ability to generate effective solutions from concepts.	Essential	X	X	
	Commitment to environmental and sustainable issues.	Essential	X	X	
	Negotiating skills.	Desirable	X	X	
	Change management.	Desirable	X	X	
	Behavioural science.	Desirable	X	X	
	Advanced digital skills e.g. design, graphics, data analytics, business systems.	Desirable	X	X	
General skills	Self-starter, pro-active and innovative with resilience and drive.	Essential	X	X	

	Pragmatic and patient.	Essential	X	X	
	A committed team player which is personable and approachable.	Essential	X	X	
	Customer focused with a commitment to providing quality services.	Essential	X	X	
	Able to work independently and with initiative, prioritising workload, and meeting deadlines.	Essential	X	X	
	Ability to conduct data and information research, analysis, and interpretation to produce clearly presented reports and recommendations for key stakeholders.	Essential	X	X	
	Excellent communication and interpersonal skills both written and oral.	Essential	X	X	
	A flexible, adaptable, responsive and professional approach to work.	Essential	X	X	
	Personal and professional integrity.	Essential	X	X	

Disclosure and Barring Scheme   Is a DBS Check required: (DBS (This post does not require a DBS check))

Before making a selection, please refer to the University's Disclosure and Barring Checks Guidance for Staff and Criminal Convictions, Disclosures and Barring Staff Policy and Procedure. If a DBS check is required for the role, a **Check Approval Form** will need to be completed.

[1]**Essential Criteria** are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements, to determine which applicants to shortlist.

[2] **Demonstration:** Select the Recruitment Process stage at which the candidates will have to demonstrate that they meet the criteria. Criteria which have to be demonstrated at application stage should be mentioned in the Recruitment Information Pack as Pre-Selection/Killer Questions, Shortlisting Questions or Shortlisting Criteria. Other criteria should be evaluated and tested at interview stage (e.g. through interview questions) or through additional tests, exercises or presentations. Criteria can (and should) be demonstrated at multiple stages.