

## Job Description

<b>Job title</b>	Head of Sustainability
<b>School / department</b>	Sustainability Department
<b>Grade</b>	8
<b>Line manager</b>	Pro Vice-Chancellor, Property, Accommodation and Sustainability
<b>Responsible for</b>	Senior Sustainability Manager, Sustainability Officer

### Main purpose of the job

The University of West London (UWL) has been widely recognised 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 some 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, and this role will play a pivotal part in ensuring we meet them.

The Head of Sustainability will provide strategic direction across the three pillars of sustainability: Environment, Social and Economic, and support UWL in its commitment and contribution to the United Nation Sustainable Development Goals.

This role will lead on the successful development and implementation of the University's sustainability strategy along with associated policies, initiatives and campaigns which can support the decarbonisation of the University's estate and operations, improvement of environmental and social impacts, and the integration of sustainability into UWL's culture and curriculum.

Reporting to the Pro Vice-Chancellor Property and Sustainability this role will oversee the Sustainability Department. By coordinating efforts, collating data and engaging stakeholders the team will work on driving operational and behavioral changes throughout the University, reducing the environmental impact of the University's activities, ensuring statutory compliance and collaborating across the University to deliver and report on initiatives which contribute more broadly towards the UN Sustainable Development Goals.

### Key areas of responsibility

- **Departmental Leadership**
  - Provide leadership to the sustainability department, establishing a high-quality Professional Services department by setting standards of service, targets and objectives whilst fostering a culture of ambition and continuous improvement.
  - Set the direction and vision for the department ensuring strategic alignment with the institution and establishing a foundation from which the culture of sustainability at UWL can grow and develop.
  - Responsible for setting the standards of delivery in sustainability and ensuring a well-resourced, high functioning team through recruitment, induction and performance management.

- Chair and direct the Net Zero Working Group, Waste Working Group and Environmental Sustainability Engagement Working Group to meet the University's ambitious sustainability targets.
- Be an active member of the governance boards and committees, responsible for reporting on progress and contributing to wider discussions on sustainability.
- Provide expert advice to the University Executive Team and other key stakeholders on matters relating to Sustainability.
- Support the development of the team by providing leadership and coaching.
- **Strategy and Planning**
  - Based on a broad and deep set of knowledge and experience, set strategic direction for sustainability at UWL.
  - Be accountable for the development, review and delivery of UWL's sustainability strategy, along with associated policies and action plans, including but not limited to UWL Net Zero Action Plan, Waste Action Plan and Environmental Sustainability Engagement Plan.
  - Create and monitor progress against sustainability targets and objectives of the University.
  - Ensure appropriate governance is in place and associated documentation is maintained and updated in line with legislative changes and best practice.
  - Manage financial resourcing of the Department through the development of compelling business cases for internal funding and timely preparation of external grant applications.
  - To monitor and direct the work of the Education for Sustainable Development group and that of schools and departments contributing to the non-environmental aspects of Sustainability at UWL.
- **Stakeholder Engagement**
  - Act as the operational lead on all aspects of stakeholder engagement relating to sustainability and be primary liaison with external stakeholders, e.g., Local Authority, Statutory Bodies, local action groups, community groups, and services.
  - Proactively engage with the UWL community; initiate and develop effective relationships to be able to persuade, influence and negotiate as appropriate to ensure there is a wide understanding of the University's sustainability impacts and action to further the University's strategic objectives.
  - Collaborate closely with communications and marketing colleagues to promote sustainability across the University's media, marketing and promotional materials where appropriate.
  - Collaborate with the Strategic Procurement Team to drive policy and practise with regards to sustainability and to gather appropriate data to inform sustainability performance.
  - Represent the University externally in associations, at conferences, and in case studies and workshops, raising the profile and reputation of the University for sustainability.
  - Be the internal face of sustainability at UWL, inducting new staff on UWL's sustainability approach and making yourself available to schools and departments to offer advice and guidance on sustainability-related matters where required.
  - Develop UWL's approach for training staff and students to raise awareness of environmental and sustainability issues and instil a culture of shared responsibility.

- **Compliance**

- Provide expert strategic direction and leadership to ensure compliance with all current legislation and statutory obligations and horizon scan to advise on future legislative changes.
- Maintain, promote and monitor adherence across the institution of the established environmental policies.
- Be responsible for the continuing attainment of the Platinum EcoCampus (ISO14001) accreditation for the Environmental Management System and other environmental audit performance.
- Undertake regular internal environmental sustainability audits and produce reports on environmental performances.

- **Reporting**

- Lead the University's reporting of Sustainability metrics for the Times Higher Education Impact Rankings, HESA Estates Management submission, People and Planet League and in response to Freedom Of Information (FOI) requests, and other related metrics or reporting frameworks.
- Responsible for producing the University's annual sustainability report. Collaborating with other departments as required to prepare a robust report detailing UWL's progress toward sustainability, operationally and academically.
- Improve and continually maintain performance in the sustainability league tables.
- Oversee carbon footprinting and reporting for UWL, direct continuous improvement of data quality and lead the analysis, interpretation and presentation of the data to inform decision making.
- Prepare reports for University Groups, Committees and Boards as required on sustainability initiatives, policies and progress.

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, Diversity, and Inclusion policies.

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

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications and/or membership of professional bodies</b>	<p>A Master's degree, or equivalent, in a relevant discipline.</p> <p>Evidence of relevant ongoing CPD training.</p>	<p>Membership of a relevant professional body e.g. Institute of Environmental Management and Assessment (IEMA).</p>
<b>Knowledge and experience</b>	<p>An established track record in sustainability, with deep knowledge and understanding of government strategy, legislation and best practice across key areas of sustainability.</p> <p>Proven experience of leading and developing a high-performing team.</p> <p>Experience in working in a complex organisation and successfully promoting and enhancing the profile of the sustainability agenda.</p> <p>Knowledge of Environmental Management Systems (ISO14001 / EcoCampus) and associated environmental regulation and legislation and experience managing environmental compliance.</p> <p>Experience developing and delivering strategies, policies and action plans to ensure achievement of organisational objectives and targets.</p> <p>Proven experience of leading successful organisational culture / behavioural change in a large organisation with many different stakeholder groups.</p>	<p>Experience in the public/education sector.</p> <p>Up-to date knowledge of funding mechanisms that support sustainability and experience preparing grant applications.</p>

<p><b>Specific skills to the job</b></p>	<p>Excellent oral and written communication skills with the ability to present concepts, vision and strategy in a way that can be understood by the audience.</p> <p>Well-developed planning, prioritisation and organisational skills, including project management with the ability to delegate to team members.</p> <p>Excellent interpersonal skills with the ability to communicate, influence and inspire a wide range of stakeholders and colleagues at all levels, within and across teams.</p> <p>Analytical skills with the ability to generate effective vision, strategy and solutions.</p> <p>Commitment to environmental and sustainable issues.</p>	<p>Advanced digital skills e.g. design, graphics, data analytics, business systems.</p>
<p><b>General skills</b></p>	<p>Self-starter, pro-active and innovative with resilience and drive.</p> <p>Personable and approachable leadership style, committed to the development of team members.</p> <p>Ability to prioritise the workload for the department, and ensure strategic objectives are met in a timely manner.</p> <p>Ability to conduct data and information research, analysis, and interpretation to produce clearly presented reports and recommendations for key stakeholders.</p> <p>Excellent communication and interpersonal skills both written and oral.</p>	

	A flexible, adaptable, responsive and professional approach to work.  Personal and professional integrity.	
Other		
Disclosure and Barring Scheme	This post does not require a DBS check	
<p><b>Essential Criteria</b> 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.</p> <p><b>Desirable Criteria</b> 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.</p>		