

## Senior Sustainability Manager Information about the role



## Introduction



Thank you for your interest in the Senior Sustainability Manager role at Durham University.

As one of the UK's leading and world top 100 universities, Durham is also one of the most distinctive universities. It is a residential collegiate university with a welcoming community of more than 20,000 students and over 4,300 members of staff. Our academics and students are at the heart of our world-leading research and teaching capabilities, shaping the future with their ground breaking work. Set within the historically rich City of Durham in the North East of England, which is home to a UNESCO World Heritage Site, this is an undeniably beautiful place in which to base your work and home life.

The University has an incredibly diverse estate in Durham City. It comprises over 320 buildings ranging in age from 1076 A.D. through to new, state of the art buildings. Durham Castle and the buildings around Palace Green are part of World Heritage Site, 3 properties are scheduled ancient monuments, 4 properties are listed Grade 1, 79 properties are listed Grade 2 and 60 properties are within the City's conservation area. Approximately 17% of the University's estate is over 150 years old, yet we have married this with the development of new cutting edge facilities such as our Mathematical Sciences and Computer Science building and our new Teaching and Learning Centre.

The Estates and Facilities Directorate is responsible for delivering the Estate Strategy and Masterplan that ensure that Durham has an academic and College estate that is fit for purpose, affordable and supports our world-class activities in line with our 2027 Strategy.

The Senior Sustainability Manager will co-lead the Energy & Sustainability Team, delivering our Greenspace Movement campaign, designed to involve our entire community.

You will be responsible for leading and delivering on **Transport** and **Biodiversity**, **Waste** and **Environmental Compliance**, as well as engaging with staff and student engagement.

Examining corporate activities, you will establish where improvements can be made and ensure compliance with environmental legislation, and our Environmental Management System.

You will create, implement and monitor strategies and policies to promote sustainable development; ensuring the University delivers on the commitments set out in our [Sustainability Ambition Statement](#).

Best wishes,

**Jane Robson**  
Director, Estates Operations



# Durham University

Our vision is to ensure that Durham University delivers its mission of excellence in education, research and wider student experience in the most sustainable way possible. Our Sustainability Ambition Statement outlines our pathway to net-zero, setting clear aims and ambitions. Our key ambitions include, achieving net-zero by 2035 by reducing our Scope 1 and 2 emissions by 65% and to achieve Biodiversity net-gain by 2032.

Further information about the University can be found [here](#).

## Job description

<b>Job Title:</b>	Senior Sustainability Manager
<b>Department:</b>	Estates and Facilities Directorate Estates Operations
<b>Grade:</b>	Grade 8
<b>Salary range:</b>	£45,585-£54,395
<b>Working arrangements:</b>	Permanent Full-time (nominal 35 hours), primarily Monday to Friday May be a requirement for evening and weekend working, as business demands Hybrid working, a minimum of two days per week in the office (following the initial training/induction period), depending on business demands May be required to participate in local on-call arrangements, as relevant to this role

**Closing date:**

## The University

At Durham University we are proud of our people. A globally outstanding centre of educational excellence, a collegiate community of extraordinary people, a unique and historic setting - Durham is a university like no other. We believe that inspiring our people to do outstanding things at Durham enables Durham people to do outstanding things professionally and personally. Across the University we have a huge variety of roles and career opportunities, which together make us a large and successful community, which is a key hub of activity within our region and nationally. We would be thrilled if you would consider joining our thriving University. Further information about the University can be found [here](#)



We've been recognised as one of the top universities in the world for taking action to address the most pressing Environment, Social and Governance challenges facing society today.



# The Role and Department

Located in the Estates Operations section of the University's Estates and Facilities Directorate, the Energy and Sustainability Team is responsible for overseeing the sustainability performance of the University. Working alongside the Senior Energy Manager, as Senior Sustainability Manager, you will lead the Energy & Sustainability Team, delivering our [Greenspace Movement](#) campaign, designed to involve our entire community. Where small acts make a big difference.

You will be responsible for leading and delivering on Transport and Biodiversity, Waste and Environmental Compliance, plus student and staff engagement.

Examining corporate activities, you will establish where improvements can be made and ensure compliance with environmental legislation, and our Environmental Management System.

You will create, implement and monitor strategies and policies to promote sustainable development; ensuring the University delivers on the commitments set out in our Sustainability Ambition Statement.

The Estates and Facilities Directorate provides essential services to Durham University and is responsible for managing, maintaining and developing the infrastructure and building fabric of the various campuses. More information on the Energy & Sustainability Team can be found on our website [University Website](#).

Further information about the role and responsibilities is at the bottom of this job description.

## Working at Durham

A competitive salary is only one part of the many fantastic benefits you will receive if you join the University: you will also receive access to the following fantastic benefits:

- 30 days annual leave, in addition to 8 public holidays and 4 customary days per year (a total of 42 days per year).
- The University closes between Christmas and New Year.
- We offer a generous pension scheme, as a new member of staff you will be automatically enrolled into the University Superannuation Scheme (USS).
- No matter how you travel to work, we have you covered. We have parking across campus, a cycle to work scheme which helps you to buy a bike and discount with local bus and train companies.
- There is a genuine commitment to developing our colleagues professionally and personally. There is a comprehensive range of development courses, apprenticeships and access to qualifications and routes to develop your career in the University. All staff have dedicated annual time to concentrate on their personal development opportunities.
- Lots of support for health and wellbeing, including discounted membership for our state-of-the-art sport and gym facilities and access to a 24/7 Employee Assistance Programme.
- Onsite nursery is available and children's clubs in the summer holidays.
- Family friendly policies, including maternity and adoption leave, which are among the most generous in the higher education sector (and likely above and beyond many employers).
- The opportunity to take part in staff volunteering activities to make a difference in the local community
- Discounts are available via our benefits portal, including money off at supermarkets, high street retailers, IT products such as Apple, the cinema, and days out at various attractions.
- A salary sacrifice scheme is also available, to help you take advantage of tax savings on benefits.
- If you are moving to Durham, we can help with removal costs and we have a dedicated team who can help you with the practicalities such as house hunting and schools. If you need a visa, we cover most visa costs and offer an interest free loan scheme to pay for dependant visas.

# Person specification

When you apply it is important that you let us know what skills/experience you have from a similar role and/or what skills/experience you have which would make you right for this role. Further information about the role and responsibilities is at the end of this job description.

Your application should cover the following criteria:

## Essential Criteria

### Qualifications/Experience

- Educated to degree level or equivalent in a relevant discipline or equivalent, relevant experience working at a similar level in a large organisation.
- Professional practitioner with specialist sustainability knowledge and expertise to influence service delivery, events and activities within the organisation.
- Experience of analysing and manipulating complex data and providing specialist advice and guidance to a range of customers and colleagues, including more senior colleagues.
- Experience of participating in internal or external networks to share and discuss good practice, develop strong and productive working relationships and positively influence the University's reputation.
- Experience of developing and implementing certified Environmental Management Systems, policies and procedures and supporting service improvements.
- Track record of management and development experience and/or an enhanced management qualification applied across a large service team or teams.
- Experience of developing, implementing and managing KPIs and benchmarking data.
- Exceptional attention to detail.

### Skills/Abilities/Knowledge

- Excellent spoken and written communication skills and the ability to develop effective working relationships, both internally and externally.
- Strong digital competence across a range of digital devices and apps including digital communication tools, Microsoft 365 applications and business systems.
- Committed to continuing professional development to maintain professional recognition.
- Extensive knowledge and experience of ensuring compliance with regulatory and organisational policy and guidelines.
- Knowledge of environmental and sustainability legislation.
- Knowledge of environmental management systems (i.e., ISO 14001/ Eco Campus).
- Ability to contribute to planning at operational and strategic levels.
- Ability to solve problems and decide on and plan appropriate solutions.

## Desirable Criteria

- Masters degree, or equivalent, in a relevant discipline (or equivalent experience).
- Membership of a relevant professional body.
- Experience of working in, or with, a higher education institution.
- Experience of successfully applying BREEAM on new/existing buildings.
- Experience of line management and managing a team.



# Role requirements

## Service Delivery/Development

- Show a commitment to equality, diversity and inclusion and the University's values.
- Develop and apply an in-depth understanding of University policy and external developments when carrying out your role.
- Provide professional sustainability management and managerial and leadership expertise.
- Ensure that sustainability policy and regulatory standards are met by activities, processes and transactions carried out in services you are responsible for.
- Ensure compliance with applicable environmental legislation, keeping up-to-date with national and international regulation and legislation.
- Carry out impact assessments to identify, assess and reduce the University's environmental risks and financial costs.
- Use your professional knowledge and experience as a sustainability practitioner to resolve problems, shape processes and activities, develop systems and provide subject matter expertise and advice.
- Use your managerial and leadership expertise to identify priorities and shape the sustainability service to achieve the required outcomes.
- Look for ways to continually improve services and take a lead role in the development and implementation of assigned sustainability policies, processes and standards.
- Initiate and manage business process reviews to improve the service in your area.
- Ensure data (commercially sensitive and/or personal) is appropriately stored and managed.
- Manage quality and regulatory audits of sustainability systems and procedures.
- Support the welfare, wellbeing and employment of your staff by providing professional guidance.

## Planning and Organising

- Contribute to the scoping, development and resource planning at operational plans relevant and possibly strategic level, in relation to your area sustainability.
- Oversee the analysis of data about the service levels provided by your area and make recommendations for improvement in reports to senior managers and committees.
- Allocate and monitor designated budgets, expenditure and resources.
- Deliver professional expertise with investigative and service methodologies, make recommendations, identify priorities and set sustainability targets to achieve business outcomes and objectives.
- Develop, produce, interpret and manage appropriate KPIs and benchmarking data.

## Team Development

- Manage and develop the people, performance and resources of one of more teams the Sustainability team, to ensure that a customer focussed service is provided.
- Help shape the skills and expertise needed to deliver a professional sustainability service by recruiting, inducting and training team members and structuring the team in a way that will best meet operational and strategic priorities.
- Ensure your team can deliver the required services by devolving and delegating responsibilities to appropriate team members.
- Carry out regular performance reviews to provide feedback on objectives and expectations, and identify any development needs.
- Handle most HR issues and support the welfare and wellbeing of your team referring more complex issues to specialist services or more senior managers.





### Communication/Liaison

- Use your professional, sustainability knowledge to identify and recommend priorities for long-term business plans.
- Provide professional guidance and advice when managing complaints and referrals and specialist services in relation to sustainability issues.
- Design creative and innovative communications to promote and increase engagement relating to your service sustainability.
- Influence University policy, standards and governance by leading operational business meetings, working groups and sub-committees.
- Create strong working relationships, including internal and external networks, using your networks to increase your knowledge and skills, swap information with peers and positively influence the University's reputation.
- Represent the service Sustainability team and University at promotional events.
- Identify opportunities to develop and increase participation in special interest groups, relating to sustainability.
- Any other reasonable duties.

Please note that in submitting your application Durham University will be processing your data. We would ask you to consider the relevant [University Privacy Statement](#), which provides information on the collation, storing and use of data.

When appointing to this role the University must ensure that it meets any applicable immigration requirements, including salary thresholds which are applicable to some visas.

## How to apply

To progress to the assessment stage, candidates must evidence each of the essential criteria required for the role in the person specification. It will be at the discretion of the recruiting panel as to whether they will also consider any desirable criteria, but we would urge candidates to provide evidence for all criteria.

While some criteria will be considered at the shortlisting stage, other criteria may be considered later in the assessment process, such as questions at interview.

### Submitting your application

We prefer to receive applications online. We will update you about your application at various points throughout the selection process, via automated emails from our e-recruitment system. Please check your spam/junk folder periodically to make sure you have not missed any of our updates.

### What you need to submit

- A CV
- A supporting statement or covering letter which outlines how you meet all of the criteria within the Person Specification

**For a chat about the role or any further information please contact Jane Robson, Director of Estates Operations, [jane.l.robson@durham.ac.uk](mailto:jane.l.robson@durham.ac.uk).**



Visit our website:

[durham.ac.uk/greenspace](https://durham.ac.uk/greenspace)

You can find out more about the Greenspace Movement, our sustainability plans, policies and procedures, the department and our main areas of work on the website linked below.



@DUGreenspace