

## Summary

<b>Job title</b>	Colleges Sustainability Officer
<b>Division</b>	University Administration and Services
<b>Department</b>	Estates Services
<b>Location</b>	The Malthouse, Tidmarsh Lane, OX1 1NQ
<b>Grade and salary</b>	Grade 8: £45,585 -£54,395 per annum
<b>Hours</b>	Full time
<b>Contract type</b>	Fixed-term (3 years)
<b>Reporting to</b>	Energy Manager
<b>Vacancy reference</b>	168261

## The role

The University of Oxford is a collegiate university and it's 44 Colleges create a rich and diverse eco system of academic communities, which in turn foster and inspire world leading teaching and research. Nine of the Colleges of Oxford University have agreed to collaborate to employ a Sustainability Lead.

The Colleges Sustainability Officer post is a joint Colleges collaboration offering information, advice and assistance to participating Colleges on all aspects of sustainability.

Although the post holder works for the participating Colleges, the role sits within the Estates Department of the University. This will ensure a collegiate link with the central University sustainability programme; the postholder will be able to call on the broader intellectual resource of the University team in assisting the Colleges with their own sustainability strategies. The post will be the participating Colleges professional lead on all aspects of sustainability planning and policy, ensuring that collaboration between parties is effective in sharing good practice.

They will be uniquely placed to ensure coherent and aligned progress is achieved wherever possible.

### This key role will focus on:

- Leading the development of relevant strategies and policies and suggesting actions and interventions appropriate to the participating colleges.
- Advise on all aspects of sustainability and support initiatives for Colleges to work collectively on programmes where joint ventures are appropriate.
- Supporting and facilitating collaboration which include the Colleges, the central University and the wider HE networks.
- Advising colleges when procuring consultancy or other professional services



**The postholder will be able to:**

- Impart their knowledge, while coaching and empowering the relevant lead officers in each College to recommend ambitious but achievable programmes of work to support their individual strategies.
- Lead debate by consensus and will be skilled in integrating the various elements of sustainability into a coherent framework for decision making by the Governing Bodies of participating Colleges.

**Key deliverables in the short-term will include**

- Developing understanding of the participating colleges and university.
- Relationship building across the university and City.
- Evaluating priorities, quick wins and longer-term goals
- Provide professional knowledge and understanding of the issues surrounding sustainability to participating Colleges
- Offer advice and assistance to Colleges in setting their sustainability strategies, action plans and targets in a complex and dynamic environment
- Coordinating collective programmes of work, suggesting areas of priority in collaboration with the central university team.
- Horizon scan for innovations and technology which will assist in attaining targets
- Building relationships between Colleges and between Colleges and the University to improve sustainability outcomes in a holistic manner.
- Advising on collaboration with external agencies.
- Advising on proposals for consultancy.

This is an evolving field; accordingly, the post-holder will need to be comfortable with an evolving remit.

**Responsibilities****Understanding the context, marketplace and current developments**

- The successful candidate will keep themselves informed on global/local developments in ESG and sustainability, horizon scanning to ensure relevant up to date advice and opportunities are presented to Colleges in a timely manner.
- They will seek out and advise on funding opportunities available to the Colleges to implement further ESG and net zero/biodiversity net gain outcomes.
- Engage with external sectors to capture best practice sector by sector and present the information to Colleges for further work leading to implementation where appropriate.

**Assisting and advising on college level strategies plans and targets**

- To develop template sustainability strategies, policies, tools, guidance, training and other materials/interventions to share between participating colleges
- Advise and support colleges in the development and implementation of their Sustainability Strategies, offering guidance and templates where possible for policy and action plans to achieve their sustainability aims.
- Provide specialist advice on interventions, market leading technology and third-party providers to assist with achieving targets.
- Provide advice on, and evidence of, achieving net gain on development projects and in general college operations.

**Developing or identifying metrics for participating colleges**

- Assist in the development of an emissions dashboard/suite of metrics to help Colleges measure and monitor the environmental, financial and social impacts of their operations.
- Advise on how to identify, gather, and create where necessary, the relevant datasets to support this work.
- Assist in the development of templates for audits and monitoring schedules.
- Develop reporting tools to provide easily accessible data and information demonstrating trends in impacts and so guide interventions to direct the trends.
- Lead the development of programmes to assist Colleges in assessing the ESG impacts of their investment portfolio and how it is managed.
- Begin to measure the impact of the Colleges' Scope 3 impacts, specifically supply chain and procurement of goods and services.
- Coordinate how participating Colleges can report within the University and beyond the University on status and trends in their decarbonisation, biodiversity gain and social impact

### **Collective reporting**

- Draw together key datasets to demonstrate collective progress in decarbonisation, biodiversity gain and social impact over the life of their plans
- Assist in the generation of internal and external facing communications for Colleges to promote the ESG work they are undertaking.

### **Aligning college goals, strategies and actions, and moving towards the University strategies where appropriate**

- Communicate and share widely on best practice as it develops between the Colleges.
- Be responsible for building and leading professional network(s) in their area of responsibility
- Seek out and promote opportunities for Colleges to progress their ESG agendas collegiately, making full use of collective scale and purchasing power to implement cost effective solutions.
- Lead relevant projects as agreed (e.g. collective auditing, offsetting, joint projects etc)
- Prepare papers and presentations for consideration by the Colleges and their Governing Bodies as well as Conference of Colleges meetings.
- Assist in collective applications to funding bodies, bringing knowledge and expertise to the application process.

### **Advising on relationships with third parties, e.g. consultants, training companies, communications agencies, local third sector organisations, technical suppliers, funders**

- Advise on/shape a training delivery plan for key College personnel with responsibility for ESG implementation.
- Research and propose third party partners and consultants to forward the aims of the Colleges in achieving net zero, biodiversity net gain and positive local social impact as required/requested.
- Seek out opportunities to work with the third sector where appropriate, drawing on their expertise as local and national custodians and specialists to improve ESG outcomes.

### **Building relationships locally**

- Engage with other sub-committees within Conference of Colleges and the University to determine viable ways of reducing Scopes 1,2 and 3 emissions, increasing biodiversity gain and social impact.
- Work closely with Conference of Colleges, the Domestic and Estates Bursars Committees in developing intercollegiate initiatives to improve the collective sustainability position.
- Liaise between the Colleges and the University on funding and research opportunities as would be suitable for joint enterprise.

### **The Person**

The ideal candidate will have or be able to develop a sound understanding of the collegiate University and excellent knowledge of sustainability matters across all 3 pillars of the environment; physical, natural and social. The postholder will be able to impart their knowledge, while coaching and empowering the relevant lead officers in each College to recommend ambitious but achievable programmes of work to support their individual strategies. They

will be skilled in integrating the various elements of sustainability into a coherent framework for decision making by the Governing Bodies of participating Colleges.

The post holder will need to work with influence and persuade colleagues to achieve an ambitious agenda across complex organisations, each with its own independent governance and legal status. The seniority of the role reflects the scale of the challenge and the calibre of candidate we wish to attract.

### **Essential**

1. A degree along with relevant practical experience
2. Evidence of working in an organisation steeped in the understanding of climate crisis, biodiversity crisis or other environmental sustainability areas of expertise
3. Proven track record and experience of working in a leadership role in a large and highly complex organisation with devolved structures and multiple stakeholders.
4. Excellent written communication skills, with a proven ability to produce clear and comprehensive reports, presentations and policies. Excellent oral communication and presentation skills.
5. Experience of successfully managing major projects and/or change beyond formal spans of control in a complex, multi-stakeholder environment (including the ability to build consensus).
6. The ability to establish relationships and to work collaboratively and to gain the trust and confidence of, and to influence and persuade key stakeholders at all levels in order to deliver the sustainability agenda of the Colleges and University.
7. High level of personal integrity, as well as the ability to handle confidential matters, and show an appropriate level of judgement.
8. Imaginative and creative approach to identify practical solutions to complex problems.
9. Awareness of current and developing key issues in Higher Education and ability to set the work of the team within the wider educational context.
10. Proactive, dependable, able to prioritise and work well under pressure.
11. The ability to have a sound grasp of technical detail balanced by a strategic and pragmatic perspective.

### **Desirable**

1. Experience and knowledge of the environmental issues surrounding sustainability and key targets for HE institutions
2. Strong interpersonal skills, including the ability to inspire confidence and to motivate and lead, in a changing, complex and sometimes challenging operating environment.
3. Experience of working in Higher Education sector and the understanding of current issues.
4. Experience of working with pressure/interest groups

## Pre-employment screening

### Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

## About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation).

## Estates Services

Estates Services is responsible for the management and strategic direction of Oxford University's functional and commercial estate within Oxfordshire. This comprises some 450 buildings and the infrastructure associated with them.

Estates Services has a broad and diverse remit covering:

- Development of the University's Estate Strategy
- Management of the University's functional estate (which includes laboratory and teaching facilities, offices, museums, and libraries) and housing for graduate students and staff.
- Facilities Management for a growing number of University buildings
- Management of the University Parks and Wytham Woods
- Management of the University's commercial, agricultural and residential land and property assets
- The development of all capital building projects, running at around £60m - £90m per annum
- Repairs and maintenance of buildings and infrastructure (except IT and Telecoms)
- Programmes of refurbishment, replacement and minor works
- Reactive maintenance via the Helpdesk
- Environmental sustainability
- Space management and maintenance of space and property records
- Maintenance of a safe and secure physical environment for staff, students and visitors by Security Services.

For more information please visit: [Home | Estates Services \(ox.ac.uk\)](#)

The Estates Department holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

## University Administration and Services

University Administration and Services (UAS) is the collective term for the central administrative departments of the University. UAS comprises structures to:

- support the University's core academic purposes of teaching, learning and research.

- ensure the University can meet the requirements of government, funding bodies and other external agencies; and
- facilitate the attainment of the objectives set out in the University's Strategic Plan.

The offices of the UAS sections are spread across the city centre, with the main University Offices located in Wellington Square.

## How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

---

## Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

---

## If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

## Important information for candidates

### Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

### The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70<sup>th</sup> birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

### Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.



## Benefits of working at the University

### Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

### University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and <https://www.sport.ox.ac.uk/>.

### Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

### Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

### Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

### Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

### The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).

### Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at [researchstaff-subscribe@maillist.ox.ac.uk](mailto:researchstaff-subscribe@maillist.ox.ac.uk) to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on [committee@oxrss.ox.ac.uk](mailto:committee@oxrss.ox.ac.uk). For more information, see [www.ox.ac.uk/oxrss](http://www.ox.ac.uk/oxrss), Twitter @ResStaffOxford, and Facebook [www.facebook.com/oxrss](http://www.facebook.com/oxrss).