

**JOB DESCRIPTION**

**Sustainability Coordinator**

**Vacancy Ref: N2777**

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| **Job Title:** Sustainability Coordinator | **Present Grade:** 6 |
| **Department/College:** Facilities |
| **Directly responsible to:** Carbon, Environment & Sustainability Manager |
| **Supervisory responsibility for:** Student Interns, Green Lancaster Staff |
| **Other contacts**  |
| **Internal:**Includes: Facilities staff, Green Lancaster and LUSU staff, Departmental Technicians and Superintendents, Safety Office; Other LU staff and students; tenants and partner organizations staff. |
| **External:**  Includes; waste management and other contractors, visitors and suppliers. |
| Facilities Estates Operations is responsible for the strategic and operational management of University property and built environment assets of the university, ensuring these are safe, compliant with legislation, sustainable and efficiently operated.**The Role:**The Sustainability Coordinator is a crucial role within the Environment and Sustainability Team, with coordination duties across a range of environmental sustainability operational activities, projects and behavior change initiatives. The Sustainability Coordinator will manage day-to-day waste management activities including supervision of waste contractors, the delivery of small-scale waste projects and communication with on-campus residents and staff encouraging sustainable waste behaviors, collating waste data and performance reports and reporting on waste management to the Sustainability Management Group (SMG). The Sustainability Coordinator will lead on the development, implementation and communication of Facilities environmental sustainability, behavior change activities for staff & students delivered under the Green Lancaster name, working with Faculty’s and Dept’s to improve and coordinate sustainability performance and engagement. The role will also involve proactively assisting and supporting other Green Lancaster activities and reporting on behavior change activities to SMG.The role has a crucial contribution to the operation, update and development of the Facilities Environmental Management System and will personally lead on a number of sustainable travel projects and initiatives. **Major Duties:****Operational Waste Management 35%** * Management of operational waste and recycling activities including coordination of Planon and other waste removal/transfer requests.
* Waste Contractors – day-to-day supervision and coordination of waste disposal contractors. Collation of waste data from waste contractors.
* Waste Storage - management of central waste compound, waste storage containers, external bins stores and collection facilities within College Porter lodges including their inspection, clearance, cleaning etc.
* Bin repairs & transfers - coordination and supervision of external and internal bin cleaning and repairs including transfer of bins between stores, compounds and for special events.
* Warp-it – lead in the development and administration of the Warp-it Furniture re-use scheme.
* Facilities lead for the ‘Don’t Ditch It, Donate it’ reuse project in conjunction with Green Lancaster/LUSU.
* Coordinating arrangements for waste and recycling for special events (Roses, Open Days, Graduation, etc).
* Resident Recycling – coordination and supervision of student kitchen recycling bins (installation, checking, replacement, repairs, guidance, publicity).
* Special and ‘Orphan’ waste – identification, storage and disposal (in conjunction with Safety Office) of special and ‘orphan waste’ such as spent FGAS cylinder, gas canisters, kegs etc.
* Waste Management Documentation – collation and completion and management of Duty of Care and Hazardous Waste Transfer Notes and other waste management documentation and collection and maintenance of waste data in order to ensure legal compliance.
* Supervision of Confidential Waste documentation and operational procedures and arrangements.
* Maintenance of the ISO 14001 EMS system in respect of waste management, including auditing and action tracking completion.
* Implementing activities and projects as defined in the waste strategy and coordination of small waste projects such as - internal bin reviews and additional provision, replacement or relabelling programmes, bin store signage reviews etc.
* Liaison with Project Managers to coordinate the provision and installation of waste and recycling bins in new/refurbished buildings.
* Undertaking waste and recycling trials and campaigns providing waste & recycling information to residents, staff and tenants.
* Lead in regular reporting on operational waste activities to relevant committees including SMG, preparing annual waste report.

**Behaviour Change & Engagement (30%)** * Responsible for the daily organisation and supervision of Facilities sustainability Behaviour Change activities and engagement events delivered under the ‘Green Lancaster’ brand.
* Encouraging sustainable waste behaviours and facilitate circular economy activities as part of the Green Lancaster behaviour change plans.
* In conjunction with Green Lancaster staff and Facilities Marketing and Communications, jointly organise and deliver environmental sustainability and energy efficiency and carbon management and activities including preparation and acquisition of materials and equipment for such events.
* Lead in regular reporting to relevant committees including SMG on Facilities behaviour change activities.
* Coordination and supervision of Facilities sustainability student interns and volunteers in conjunction with the Carbon, Environment & Sustainability Manager and Energy Manager.

**Cross Campus Sustainability Engagement (10%)*** Coordination with Faculty & Departmental sustainability teams, encourage and facilitate training, development and implementation of sustainability plans.
* Coordination of and communication with Faculty and departmental sustainability representatives.

**Maintenance of Facilities Environmental Management System (10%)*** Assist in management of the Facilities Environmental Management System in respect of undertaking audits and inspections, provision of EMS training, management of documentation and records.
* Updating the Sustainability website, provision of sustainability information to the Green Lancaster newsfeed and across social media in conjunction with Facilities Marketing and Communications Team.
* Lead in production and assessment of relevant internal and external environmental reports.

**Sustainable Travel (10%)*** To support the implementation of sustainable travel activities and events relating to cycling and walking
* Coordination of Bus Partnership with Stagecoach/LUSU and planning, preparation for /attendance at meetings, and liaison with Stagecoach, Megabus and National Express.
* To assist in the development and delivery of sustainable travel projects.
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| **General Duties (5%)*** To undertake any necessary training and development.
* Adhere to the University’s policies, rules and procedures including health and safety, equal opportunities, all other legislative responsibilities, governance, financial and procedural rules.
* Undertake other duties that may arise or as may be delegated form time to time, appropriate to the grade of this post.

**The duties outlined above are not exhaustive and these may change as the needs of the department alter in line with current agenda’s. This job description will be subject to periodic review and amendment in accordance with the needs of the division.** |