**PERSON SPECIFICATION**

**Sustainability Coordinator**

**Vacancy Ref: N2777**

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| **Criteria** | **Essential/ Desirable** | **Application Form / Supporting Statements/ Interview**  |
| Extensive experience of environmental management.Degree level qualification in environmental management related discipline.Professional qualification in Environmental ManagementPossess excellent IT skills including the use of Microsoft office suiteMembership of relevant professional bodyProven and demonstrable experience of the implementation of environmental sustainability, waste management and behaviour change projects, initiatives and events within a large and complex organisation.Effective interpersonal, influencing and communication skills (both oral and written), including the ability to:* establish and maintain effective working relationships with University staff and students
* conduct meetings and present proposals in a clear and concise manner to both specialist and non-specialist audiences
* write clear and concise reports and other professional documentation
* deal sensitively with confidential information
* Communicate environmental performance and raise awareness of the University’s impacts to staff, students and wider stakeholders using a variety of media.

Understanding of statutory legal requirements relating to environmental sustainability and waste management.Ability to identify key issues and ask searching questions in an appropriate manner to analyse problems, seek appropriate alternatives and solutions. Must have the ability to work individually and/or as part of a team, be able to prioritise and work with competing deadlines.Be financially numerate with the ability to comprehend finances and business issues sufficiently to take responsibility for the effective management of minor projects including cost, resources and timeA practical understanding of and experience in operation of Environmental Management Systems and undertaking environmental auditingUnderstanding of Health & safety requirements relating to environmental management. Possession of IOSH Managing Safely Qualification | EssentialEssentialDesirable EssentialDesirableEssentialEssentialEssentialEssentialEssentialEssentialDesirable Desirable | Application formApplication form Application form Application formApplication formInterview/supporting statementApplication form/interviewApplication form/interviewApplication form/InterviewInterview Interview InterviewApplication form |

* **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g. award of a qualification. Will be “scored” as part of the shortlisting process.
* **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
* **Interview** – assessed during the interview process by competency based interview questions, tests, presentation etc.