

JOB DESCRIPTION

Job Title:	Head of Sustainability
Department / Unit:	Estates Department
Job type	Professional Services
Grade:	Grade 9
Accountable to:	Deputy Director of Estates - Projects
Accountable for	<p>Line management of the following Estates services.</p> <ul style="list-style-type: none"> • Sustainability Transport Coordinator (G7) • Sustainability Officer (potential graduate position) <p>As defined in the attached departmental organogram (Appendix 1 v13)</p>
Purpose of the Post	
<p>The Head of Sustainability is a key strategic planning position, at Estates senior team level, taking a leading role in the development, communication, and delivery of the Colleges Pillar 6 Sustainability works within the strategic planning process. The role remit is to drive a continuously improving sustainability culture across College, fostering engagement, and developing and delivering sustainability improvements across the entirety of the University's professional service and academic operations. This role will provide the critical leadership required to connect to and engage with a broad range of internal and external stakeholders at all levels.</p> <p>Working closely with College senior leaders, the Head of Sustainability is responsible for the creation, development and execution of a comprehensive sustainability programme that aligns with the overarching goals of the University's Sustainability Strategy.</p> <p>This role will be instrumental in positioning Royal Holloway University as a leader in environmental sustainability with the goal of upholding national and international environmental standards and best practices .</p> <p>Leading initially a small team, the Head of Sustainability will ensure that the department's sustainability staff, and operational resources are appropriately scaled, aligned, and coordinated with other pan institutional sustainability resources (Academic and Professional Service) to support, enable, and respond to projects, programme or initiatives identified or prioritised by the College Executive and Council.</p> <p>The Head of Sustainability acts in accordance with policies and procedures and exemplifies the mission, vision, and values of Royal Holloway University.</p>	

Key tasks and duties

1. Implementation of the University's Sustainability strategic planning' and governance processes with an emphasis on supporting the long-term issues of growth, sustainability and hybrid working and their leading edge of estate capital, recurrent and compliance works programmes, governance, and services.

- Serve as the internal leader and expert for sustainability, monitor trends and communicate/educate all stakeholders on sustainability topics.
- Take a leading role in the development, directing, and management of all facets of the sustainability and related ESG programmes for the organization
- Take a leading role in developing and leading an internal executive sustainability steering group or other defined appropriate governance at a corporate level that will oversee and monitor sustainability progress.
- Embed the sustainability strategy and vision and develop co-lateral strategies i.e., bio-diversity, carbon management etc with SMART goals to integrate sustainability cross-functionally across the College.
- Take a leading role in shaping the sustainability data and reporting to align with frameworks such as the UN SDG's and enabling effective engagement with external interest groups such as People and Planet.
- Take a leading role in reporting sustainability progress to the Colleges, staff, students, SMT, Executive Team and Council.
- Provide sustainability and environmental technical support and co-ordination to other departmental professional service and academic staff as appropriate.
- Taking a leading role in building and managing a College sustainability staff resource commensurate and appropriate to support the requirements set out by College in its approved sustainability strategy and supporting operational and academic initiatives.
- Taking a leading role in the identification and mobilisation of Sustainability funding opportunities and their alignment with appropriate works programmes, especially those with a student enabling focus.
- Take a leading role in the identification, management, and reporting through an appropriate accredited Environmental Management System (EMS).

2. Directing and managing a progressive, pro-active, transparent, and enabling physical and digital customer focussed response for University stakeholders and visitors in relation to the estate and estate related sustainability issues, based on reliable and accessible Estate performance SLA's and KPI's.

- Create and strengthen partnerships with the vendor community to develop and implement new strategies for effective and efficient means of providing equipment, services, and supplies that minimize greenhouse gases and reduce the environmental footprint of the supply chain
- Analyse and assess current operating procedures, materials, and methods, anticipate, and implement changes or modifications based on sustainability goals, and perform life cycle assessments and cost analyses of proposed modifications.
- Active engagement in the formation, refinement, and reporting of virtual or digital management tool for sustainability estates programme and project management governance and resourcing.
- Utilise key sources of information and needs to present effective and accountable strategic sustainability plans which underpin the College's student experience, conservation delivery, reputation, and maintenance.
- Take a leading role in the strategic processes of project and programme planning around sustainability works or initiatives which feed into the wider estates planning process.
- Produce and maintain sustainability risk management strategies for the campus.

3. **Assist in the embedding of a new environmental and sustainability strategic focussed approach to all estates related activities wherever possible in support of achieving a net zero carbon campus by no later than 2035. Applicable to new build as well as refurbishment projects, it will be underpinned by a comprehensive suite of coordinated and complimentary policies.**
 - Actively support the onward development, management and reporting of the College Sustainability Strategy and carbon management plan in support of the College NZC objectives.
 - Collaborate with the College's internal groups (academic and professional services) for the development and implementation of initiatives in support of the sustainability strategy
 - Take the lead in engaging with student stakeholder and focus groups to consult and secure feedback on sustainability initiatives, strategies, and projects.
 - Build effective partnerships with external community organizations to support sustainability efforts at a regional, national and global level.
 - Collaborate with the Marketing and Communications department on a comprehensive sustainability communications strategy and develop website content, educational materials, and associated reports related to sustainability initiatives, education, and marketing in collaboration with internal departments, including information systems, marketing, and public relations
 - Lead and promote sustainability engagement activities through tools, education, and training to increase awareness among staff, students, visitors, and the wider community to build and embed a resilient sustainability culture.
 - Lead in the development of Estates and College related sustainability metrics and performance data particularly from capital and recurrent works programmes.
 - Build effective partnerships with external community organizations to support sustainability efforts
 - Take a leading role in the development and application of project related sustainability focussed employers requirements.
4. **Directing and managing a pro-active, engaged, and sustainable H&S compliance culture for all estates and estate related sustainability works with a clear emphasis on developing robust and transparent compliance management and reporting systems and procedures.**
 - Active engagement with the development and roll out of a corporate and statutory compliance framework and management plan for the estates sustainability works.
 - Active engagement with the University's Major Incident and Business Continuity and Disaster Recovery strategies.
 - Active engagement with the development and roll out of a corporate and departmental Health and Safety Management Plan for the engagement and implementation of Colleges sustainability works and initiatives.
 - Active engagement in the recording, development and reporting of an Estates sustainability projects and programme related departmental and College risk register.
5. **Directing the delivery of sustainability strategy through project and programme related external service contracts (consultancy and services) to secure an effective, best value and complimentary Estate's customer focussed service for the University.**
 - Analyse and assess current operating procedures, materials, and methods, anticipate, and implement changes or modifications based on sustainability goals, and perform life cycle assessments and cost analyses of proposed modifications
 - Active management of the University's sustainability project, programme and service-related estate procurement policies, procedures, and defined employers requirements (ER's) as directed by the Estates directorate in conjunction with the University's Finance Department, Legal Support and Procurement Team to maximise effectiveness and value for money through procurement frameworks etc.
 - Actively liaise with the Estates directorate in the development of effective and efficient procurement strategies promoting the identification and reporting of sustainability pertinent data from Capital, Recurrent (Cyclical Maintenance & Small Capital Works) and specialist Estate works programmes.

- Actively liaise with the External Spaces Business Partner in the development of an appropriate and effective Bio-diversity Management Strategy.
- Actively engage and assist with the monitoring, development, reporting and delivery of sustainability management plans to assist in their long-term resource planning and funding.

6. Miscellaneous

- Represent the University to the outside world, to further the University's interests and secure its objectives.
- Promote and maintain equality of opportunity and diversity with respect to both University staff, students, and external stakeholders.
- Appropriately and effectively discharge departmental and University Health & Safety obligations and responsibilities.
- The post-holder will from time to time undertake such other responsibilities determined as appropriate by the Estate Director or other designated Senior or Executive University staff member.

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

The post holder will be required to participate as a Bronze Responder in any Major Incident or Business Continuity response initiated by College.

Internal and external relationships

The following list is not exhaustive, but the post holder will be required to liaise with:

Internal (College)

- College Council
- College Executive/SMT
- Project and Programme Boards or Committees (PAG, EB, BCPC, FC, EPC and College Council)
- College MI&BC

External

- Runnymede Borough Council*
- Surrey County Council*
- MP and Local Councillors
- The Crown Estate
- Local Community and Resident Associations i.e., RH&RCG

*Including associated services i.e., highways, planning, statutory services.

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge, and abilities that are needed to fulfil this role are set out below.

Job Title: Head of Sustainability

Department: Estates Department

	Essential	Desirable	Tested by Application Form / Interview / Test
Knowledge, Education, Qualifications and Training <ul style="list-style-type: none"> • Minimum Master's degree level (or equivalent) in a property related subject, or • Equivalent relevant proven and tested experience in an appropriate sustainability or ESG related professional service role • Recognised qualifications or substantial training in a project management or monitoring software package i.e., Power Project. • A demonstrable awareness of pertinent Health and Safety / Compliance legislation. • A working knowledge of property related legislation and formal procedures i.e., rating, valuation, planning, procurement etc. • A proven awareness of key project management techniques i.e., critical path analysis, contingency planning etc. 	<div>✓</div> <div>✓</div> <div></div> <div>✓</div> <div>✓</div> <div>✓</div>	<div></div> <div></div> <div>✓</div> <div></div> <div></div> <div></div>	<div></div> <div>Interview</div> <div></div> <div>Interview</div> <div>Interview</div> <div></div>
Skills and Abilities <ul style="list-style-type: none"> • Excellent written, oral, and presentational communication skills with the ability to negotiate in a variety of contexts. • Has experience in developing and presenting sustainable business concepts, training, and emerging technologies • An ability to take and maintain a strategic viewpoint while securing the implementation of detailed operations and services • Provide leadership and support to motivate colleagues to reach objectives with limited resources and meeting tight deadlines when required. • Acknowledge and support the needs and interests of diverse staff, students, and external University clients. 	<div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div>	<div></div> <div></div> <div></div> <div></div> <div></div>	<div>Interview</div> <div></div> <div></div> <div></div> <div></div>
Experience <ul style="list-style-type: none"> • Has extensive knowledge of local, regional, and national emerging sustainable business strategies, life cycle assessments (LCA), ROI analysis, and other key sustainability tools and techniques • Demonstrate a proven track record in a leading-edge customer focused service provision within a large and dynamic organisation. • A proven track record at a senior level, of managing teams. • Demonstrable experience of influencing key stakeholders regarding sustainability imperatives • A proven track record of managing complex multi-stakeholder projects, programmes, or services. 	<div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div>	<div></div> <div></div> <div></div> <div></div> <div></div>	<div>Interview</div> <div>Interview</div> <div></div> <div></div> <div>Interview</div>

<ul style="list-style-type: none"> • Demonstrable experience of engaging with multi-disciplinary projects, co-ordinating external contractors, and internal service providers within budget and to agreed standards. • Successful experience of change management and continuous quality improvement. 	✓		
Other requirements <ul style="list-style-type: none"> • A commitment to continuous personal development. 	✓		Application form/ interview