The University

St Andrews – founded in 1413 - is Scotland’s oldest university and the third oldest in the United Kingdom. As befits an institution of this antiquity, parts of the University are still housed in fine mediaeval buildings.

St Andrews is not a campus university, rather, it is closely integrated with the town and the majority of Schools are sited around St Salvator’s Quadrangle in North Street, St Mary’s College off South Street or the North Haugh, close to the town centre. The University is divided into three Colleges - The United College of St Salvador and St Leonard (for all Arts and Science students), St Mary’s College (for all Divinity students) and St Leonard’s College (for all postgraduates).

The governing body of the University is the University Court, which includes lay members, the Senate, the principal academic officers of the University and students. The academic life of the University is in turn governed by the Senate which has a wide membership made up from ex officio and elected members, including students, while day-to-day management is with the Principal and senior officers senior officers of the University.

There are three academic Faculties - Arts, Divinity and Science and within each, schools teach a range of diverse subjects from Astronomy to Medicine to discharge the core business of Teaching and Research.

There are approximately 2000 members of staff and some 8000 students, most of whom stay in Halls of Residence and other accommodation in and around the town.

The Estate

The University plays a leading role in the quality of the built environment and is expanding. Many of the buildings enjoy listed status and contribute to the unique qualities and characteristics of St Andrews and North-East Fife.

At present, the University owns some 138 academic, administrative, and residential buildings. The gross floor area of the academic and administration stock is circa 108,000 m² and the residential stock comprises circa 93,000 m².

The University also owns playing fields and agricultural land.
Estates

Estates is a key support unit providing a range of functional activities to help the University achieve its corporate objectives.

The unit is responsible for the implementation of decisions related to the buildings and fabric of the University and is also responsible for advising the University on strategic estates issues as well as its statutory obligations. The comprehensive service provided includes:

- Estate Strategy
- Professional and Technical Services
- Project and Buildings Management
- Janitorial, Security, Cleaning and Mail Services
- Sustainable Development, Environmental and Energy Management

The unit currently employs around 180 members of staff and is committed to providing a customer-orientated service to the university community through professional, technical and facilities services.

The job description for this role is attached below.
Job Description

Job Title: Sustainability Intern
School/Unit: Estates
Reporting to: Environment Officer
Job Family:

Working Hours: Full time/36.25 per week, fixed term for one year.
Grade/Salary Range: Grade 4/£21,605 per annum
Reference No: [CG1090]
Start Date: 11th July 2016
Interview date: Friday 6th May 2016

Main Purpose of Role

The Sustainability Intern will be required to support and enhance the projects, networks and success of the Estates Environment & Energy team. Working with the Students Association, Residential and Business Services and Procurement, you will strengthen the sustainability agenda of the University of St Andrews, with a focus on outreach and engagement for sustainable behavior change amongst the University’s staff and students.

The position offers an excellent opportunity to gain up-to-date knowledge and skills regarding the progressive sustainability agenda in Higher Education Institutions and to network locally and nationally with sustainability focused organisations. There will be a lot of potential for you to bring your specific expertise to the role and act innovatively and creatively within a professional setting. The post holder will have a responsibility for providing professional guidance to the University on sustainability related matters.

This is a one year internship for University of St Andrews graduates.

Key Duties and Responsibilities

Core Duties

1. Assist the Environment Team in operational environment & energy projects as required
2. Assist the Environment Team in the support of the Environmental Facilitators Network
3. Assist with the facilitation of environmental training courses through CAPOD on the Passport to Excellence Programme
4. Coordinate a calendar of events relating to sustainability in practice in the University reaching out to staff, students and the wider community.
5. Strengthen partnerships with existing societies, community groups and key contacts within the University to assist in the organisation and facilitation of key events. Such key events may include:
   a. Freshers’ and Re-Freshers’ Fayre
   b. Raisin Weekend
   c. Green Week
   d. Fairtrade Fortnight

6. Provide on-going support to student sustainability initiatives such as:
   a. Transition University of St Andrews (TUSA)
   b. Students’ Association (SA) Environment Subcommittee and other SA subcommittees
   c. Student Hall Environment Representatives
   d. Green Awards (sports and societies)

7. Manage Environment Team communications, utilising social media, webpages and blog(s) to communicate the activities and progress of the Environment Team

8. Develop guidance for other members of the Environment Team to ensure best practices are followed and a coherent online web presence is maintained. Such media includes:
   a. Environment Team Facebook Pages
   b. Environment Team Twitter account
   c. Environment Team Blog
   d. Environment Team University webpages
   e. Staff and Student memos
   f. Photographs and podcasts
   g. Written communications, e.g. newsletters, press releases

<table>
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<tr>
<th>Additional Duties</th>
<th>35%</th>
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| 1. Chair the St Andrews Fairtrade Steering Group to ensure progress and improvement, and ensure the University retains its Fairtrade status
2. Provide on-going support to Residential Business Services (RBS) Catering on food procurement at the University, including but not limited to:
   a. updating existing Sustainable Food Policy and Sustainable Food Action Plan
   b. provide assistance towards the achievement of sustainable accreditation criteria
3. Provide support to RBS and the Museum of the University of St Andrews (MUSA) on the continuation of the Green Tourism Business Scheme
4. Assist in implementing an Environmental Management System |
5. Prepare applications for external environmental awards e.g. Green Gown
6. Facilitate and delegate the completion of environmental reporting
7. Management and supervision of student volunteers and summer interns
8. Collate information for documents and reports as and when these are needed by other members of the Environment Team, and implement an appropriate electronic filing system
9. Provide support to the Sustainable Development Degree programme and to the St Andrews Sustainability Institute (SASI).

Please note the role holder may be required to undertake other relevant duties commensurate with the grading of the post. Activities may be subject to amendment over time as the role develops and/or priorities and requirements evolve.

**Person Specification**

This section details the attributes e.g. skills, knowledge/qualifications and competencies which are required in order to undertake the full remit of this post.

<table>
<thead>
<tr>
<th>Attributes</th>
<th>Essential</th>
<th>Desirable</th>
<th>Means of Assessment (i.e. application form, interview etc.)</th>
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</thead>
<tbody>
<tr>
<td>Education &amp; Qualifications</td>
<td>Environmentally related qualification, degree or equivalent</td>
<td>Environment/SD degree</td>
<td>Application form, interview, copy of qualification certificate</td>
</tr>
<tr>
<td>Experience &amp; Knowledge</td>
<td>Good working knowledge of environment and SD aspects and their practical application</td>
<td>Working experience in an environment and SD-related role</td>
<td>Application form record of experience and roles. Interview assessment</td>
</tr>
<tr>
<td>Competencies &amp; Skills</td>
<td>Excellent interpersonal and communication skills.</td>
<td>Experience in engagement roles and situations associated with sustainability initiatives and behaviour change, and with student initiatives in general</td>
<td>Interview assessment</td>
</tr>
</tbody>
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*Note: The table above is a simplified representation of the person specification.*
### Essential Criteria

requirements without which a candidate would not be able to undertake the full remit of the role. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the short listing stage.

### Desirable Criteria

requirements which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential requirements.

### Other Information

Applications are by CV and covering letter, which can be emailed to environment@st-andrews.ac.uk before midnight on Wednesday 27th April.

For all applications, please quote ref: CG1090

The University is committed to equality of opportunity.

The University of St Andrews is a charity registered in Scotland (No SC013532).

### Obligations as an Employee

You have a duty to carry out your work in a safe manner in order not to endanger yourself or anyone else by your acts or omissions.

You are required to comply with the University health and safety policy as it relates to your work activities, and to take appropriate action in case of an emergency.

You are responsible for applying the University’s equality and diversity policies and principles in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own area of work/activities.
You should be adaptable to change, and be willing to acquire new skills and knowledge as applicable to the needs of the role.

You may, with reasonable notice, be required to work within other Schools/Units within the University of St Andrews.

You have the responsibility to engage with the University’s commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.