

**University of St Andrews**

**Human Resources**

**Estates Sustainability Coordinator – CG1090**

**Further Particulars for Applicants**

**ESTATES DEPARTMENT**

**THE ESTATE**

The University of St Andrews was founded in 1413 and currently occupies 157 academic, administrative and residential buildings throughout the town, In addition, the University also owns playing fields, agricultural land and a former industrial site at Guardbridge.

The estate is extremely varied. Whilst many of the buildings enjoy listed status and are integral to the unique qualities and characteristics of St Andrews and North-East Fife, many more have been added over the years as the University has grown. The portfolio ranges from nationally important historical buildings through to state-of-the-art teaching and research facilities.

The University is investing heavily to further develop and expand its estate in support of its medium and long-term objectives. It will therefore continue to play a leading role in preserving and enhancing the built environment as it reinforces its position as a World-renowned centre of learning, research and sustainable development.

**ESTATES**

Estates is a key support unit providing a range of functional activities that will help the University achieve its corporate objectives. It is an integrated centre of excellence responsible for implementing decisions related to the buildings, fabric and infrastructure of the University. It provides specialist advice to the University on strategic estates issues as well as its statutory obligations.

The comprehensive service provided includes:

- Estate Strategy and planning
- Professional and Technical Services with a particular focus on compliance issues including Health and Safety, asbestos management, water safety
- Delivery of the Capital investment plan
- Maintenance and operation of the estate including planned and reactive works
- Building Management Systems
- Forward planning including life-cycle replacement
- Janitorial, Security, Cleaning and Mail Services.
- Sustainability including energy, the environment and waste management
- Helpdesk and Administrative support

The unit currently employs around 270 staff and is committed to supporting the University in achieving excellence by providing a range of integrated services that are professional, customer-focused and designed to provide and maintain an estate that is safe, compliant and suitable for its intended purpose. We actively seek improvements in all we do and will continue to embrace the principles of sustainable development, innovation and collaboration.

In the next few years, there will be an additional capital programme of circa £30m per annum and

the focus will be on ensuring that this is invested so that the estate assets are operating at optimum efficiency whilst delivering the University's strategic themes.

Our Mission Statement is:

"Estates is committed to supporting the University in achieving excellence by providing an efficient, professional, customer-orientated service to the University community through continuous improvement and development in all areas of our service provision".

The Estates Office is continually reviewing its working practices with an aim to improving the delivery of services to the University by adding value.

The job description for this role is attached below.

## Job Description

|   |  |
|---|--|
| Job Title: Sustainability Coordinator               | Working Hours: Full-time/36.25 hours per week, , fixed term for one year                 |
| School/Unit: Estates                                | Grade/Salary Range: Grade 4/£23,067 – £26,715 <i>per annum</i>                           |
| Reporting to: Environment Officer                   | Reference No: CG1090   |
| Job Family: Managerial, Specialist & Administrative | Start Date: 3 <sup>rd</sup> August 2020  |
|   | Interview date: 4 <sup>th</sup> May 2020, all interviews will be held online using Skype |

## Main Purpose of Role

The Sustainability Coordinator will be required to support and enhance the projects, networks and success of the Estates Environment Team. Working with the Students Association, Residential and Business Services, Procurement, Transition University of St Andrews and CAPOD, you will strengthen the sustainability agenda of the University of St Andrews, with a focus on outreach and engagement for sustainable behaviour 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 organizations. 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 graduating in the summer of 2020. The start date for the position is Monday 3<sup>rd</sup> August.

## Key Duties and Responsibilities

Sustainability engagement (60% of role):

- Strengthen and build partnerships with societies, community groups and key contacts within the University in order to facilitate key events, including Freshers Fayre, Raisin Weekend and Fairtrade Fortnight
- Recruit and supervise the student School Sustainability Representatives
- Support staff and student sustainability initiatives, including student Hall Environment Representatives, Student Association's Environment Subcommittee and staff Environmental Facilitators
- Assist with training courses through CAPOD, including New Staff Essentials and Environment Culture
- Maintain and update the online sustainability module 'TGEP' and collaborate on a new, staff-specific online sustainability module
- Collaborate with the Community Engagement and Social Responsibility Officer on community engagement initiatives
- Manage Environment Team communications, utilising social media, webpages and blog(s)
- Develop a calendar of events for the Environment Team webpages
- Present on sustainability and the Environment Team's work during various degree programme lectures

Operational sustainability (25% of role):

- Collaborate with the Transition Project Officer to lead the end of term reuse campaign
- Support waste and energy operations, including the plastic-free St Andrews campaign
- Lead in the development of the Royal and Ancient Open Legacy funded biodiversity project
- Chair the Fairtrade University Steering Group, ensuring retail, catering and procurement progress to retain Fairtrade Accreditation
- Support Residential Business Services' sustainability initiatives
- Coordinate the Biodiversity Working Group meetings
- Recruit and supervise student volunteers and summer interns
- Support new subgroups formed by the Environmental Sustainability Board

Awards, accreditation and reporting (10% of role):

- Apply for sustainability awards such as the Green Gown Awards
- Research sustainability awards the Environment Team/University are eligible for
- Manage the University's Sustainable Restaurant Association application for 2021
- Facilitate the completion of mandatory sustainability reporting
- Collate information and data for reports as and when required by other members of the Environment Team

Policies and strategies (5% of role):

- Collaborate, implement and update the following:
  - Biodiversity Strategy
  - Resources Plan
  - Sustainable Food Policy
  - Sustainability in the Curriculum Strategy
  - Any other sustainability strategies that may arise

*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.

| Attributes                 | Essential  | Desirable   | Means of Assessment  |
|----------------------------|--|---|--|
| Education & Qualifications | Sustainability / environment-related qualification/ degree or sustainability/ environment-related degree modules   | Sustainability / environment-related degree   | CV/cover letter, interview, degree transcript, copy of qualification certificate |
| Experience & Knowledge     | Good working knowledge of environment and sustainability aspects and their practical application<br><br>Work or voluntary experience in an environment/ sustainability related role<br><br>Experience collaborating with others to coordinate projects | Experience using a variety of online platforms (e.g. Facebook, Instagram, Twitter, WordPress) to run social media campaigns<br><br>Experience leading or sitting on group meetings (e.g. steering groups, | CV/cover letter, interview   |

|                            |   |  |                            |
|----------------------------|---|--|----------------------------|
|                            |   | society meetings/AGMs)   |                            |
| Competencies & Skills      | Excellent interpersonal and communication skills<br><br>Ability to communicate and share learning with Estates colleagues, staff and students<br><br>A professional and thorough approach | Skilled at organising and leading workshops<br><br>A confident and engaging presentation style | CV/cover letter, interview |
| Other Attributes/Abilities | Ability to challenge existing processes and ideas and help develop new ones where appropriate   | Evidence of coordinating ideas for change  | Cover letter, interview    |

**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

Interviews will be held on Friday 1 May 2020

Applications are by CV and covering letter stating what motivated you to apply for the position, and any relevant experience that makes you suitable for the role. Please email applications to [environment@st-andrews.ac.uk](mailto:environment@st-andrews.ac.uk)

For all applications, please quote ref: CG1090

The University is committed to equality for all, demonstrated through our working on diversity awards (ECU Athena SWAN/Race Charters; Carer Positive; LGBT Charter; and Stonewall). More details can be found at <http://www.st-andrews.ac.uk/hr/edi/diversityawards/>.

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 required to undertake the Information Security Essentials computer-based training course and adhere to its principles alongside related University Policy and Regulations.

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.

### **Who Are We? St Andrews At a Glance**

Third oldest university in English speaking world

Consistently ranked [one of the UK's top five universities](#)

Award-winning [teaching quality and student experience](#)

Top in UK for [student satisfaction](#)

Research-intensive – ranked 14<sup>th</sup> in [UK Research Excellence Framework](#)

Athena Swann [Bronze Award holder](#)

[Strategy](#) founded on ambition to be World-Leading, Diverse, Global, Entrepreneurial and Socially Responsible.

Over 9000 students and 2500 staff

Highly international – over 45% of students and staff are from outwith the UK

A non-campus university, closely integrated with the ancient town of St Andrews

Top quality [sports](#), [music](#) and [nursery](#) facilities for staff and students

Committed to sustainability and a [pioneer of green energy solutions](#)

### **The University & Town**

Founded in the early 15th century, St Andrews is Scotland's first university and one of the oldest in the world.

Situated on the east coast of Scotland and framed by countryside, beaches and cliffs, [the town of St Andrews](#) was once the centre of the nation's political and religious life.

Today, it's a vibrant academic town with a distinctively cosmopolitan feel where students and university staff account for more than half of the local population.

The University of St Andrews is a diverse and international community of almost 12,000 students and staff, typically of over 140 nationalities. It has over 9000 students, just over 7,000 of them undergraduates, and employs approximately 2,500 staff - made up of c. 1,190 in the academic job families and c 1,350 in the non-academic job families.

Under the leadership of current [Principal Professor Sally Mapstone](#), the University's [Strategy \(2018-23\)](#) is to broaden its global influence, become more diverse and consolidate its long-held position amongst the top five universities in the UK.

The plan sets out St Andrews' ambitions to grow its international profile, champion diversity and inclusivity, expand its portfolio of world-leading research, develop stronger links with industry and embed a new culture of entrepreneurship among students and staff.

It also places social responsibility at its heart, with a pledge to manage growth in student numbers, foster a growing culture of sustainability and pursue a research and teaching agenda for the wider public good.

The University is one of Europe's most research-intensive seats of learning. In the [Research Excellence Framework \(REF\) 2014](#) it was ranked top in Scotland for quality of research output and one of the UK's top 20 research universities.

St Andrews is consistently held to be one of the United Kingdom's top five universities in university league tables compiled by [The Times and The Sunday Times](#), [The Guardian](#) and [The Complete University Guide](#).

It has frequently been rated the leading university in Scotland for [teaching quality and academic experience](#), and in the National Student Survey 2018/19 was [the leading mainstream UK university for student satisfaction](#).

In international and world rankings St Andrews scores highly for teaching quality, research, international outlook and citations. It is currently a World Top 100 institution in the [QS World University Rankings 2019](#).

St Andrews' reputation for teaching, research and student satisfaction make it one of the most sought-after destinations for prospective students from the UK, Europe and overseas.

The University typically averages 12 applications per place and has not offered Clearing places for over a decade. St Andrews has highly challenging academic entry requirements to attract only the most academically potent students in the Arts, Sciences, Medicine and Divinity.

St Andrews holds an Institutional [Athena SWAN Bronze Award](#), while the Schools of Biology, Physics & Astronomy and Psychology and Neuroscience have achieved [Athena SWAN Silver Awards](#).