Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Sustainability Administrator and Analyst

Department/Division: Estates   **Accountable to:** Head of Sustainability

Job Summary
Working as a member of the School's Sustainability Team, this post undertakes a set of administrative and business processes tasks and supports data and information analysis.

Duties and Responsibilities

Service Delivery

- Gather and collate data to produce reports/dashboards for a range of environmental indicators including travel, printing, energy.
- Ability to translate complex data into readable formats for stakeholders.
- Work with the Sustainability Communications and Engagement Officer to create communications based on data for LSE Staff and Students to promote behaviour change.
- Support LSE reach its Net Zero targets by collating scope 3 emissions data and working with relevant teams.
- Ensure timely receipt and approval for payment of utilities invoices: energy, water, waste services.
- Conduct associated routine tasks: process invoices, raise receipts, archive invoices, collate data from invoices or suppliers, input utility data into existing databases (Excel) etc.
- Other routine administrative tasks, for example that relate to energy and waste.
- Support the wider sustainability team and relevant sustainability projects.

Communication

- Keep team updated of progress, inputs and support required to deliver the objectives of the roles.
- Clearly communicate information to colleagues, verbally and in writing.

Planning and Organising

- Plan and organise own workload to ensure successful delivery of assigned tasks within time frames and objectives.

Teamwork and motivation

- Play an active role as a member of the Sustainability Team, the Estates Division and LSE
- Take opportunities as appropriate to promote sustainability to LSE colleagues.
- Demonstrate flexibility and willingness to be involved in the work of the team and varied tasks.

Liaison and Networking

- Works effectively and collegiately with LSE colleagues.
- Establish good relationships with multiple stakeholders (internal and external), in order to acquire necessary data.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: click here

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Sustainability Policy.