



## Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

**Job title:** Sustainability Projects Officer

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

| Competency               | Criteria  | E/D |
|--------------------------|---|-----|
| Knowledge and Experience | Experience of working in an environmental management role.  | E   |
|                          | Experience of leading implementation of an Environmental or Energy Management System such as ISO 14001 and ISO 50001, and developing it to achieve strategic sustainability objectives.                 | E   |
|                          | Experience of proactively maintaining and auditing organisational compliance with new and existing legislation, and internal policies and procedures.   | E   |
|                          | Experience or understanding of the Higher Education sector.   | D   |
|                          | Membership of relevant professional body.   | D   |
| Service Delivery         | Experience of creating and delivering innovative new initiatives or services that improve sustainability outcomes.  | E   |
|                          | Experience of creating and delivering sustainability engagement or training programmes, leading to improved environmental outcomes.   | E   |
|                          | Experience of identifying and sourcing funding to deliver initiatives.  | D   |
| Communication            | Outstanding communication and interpersonal skills, with excellent command of English (written and verbal).   | E   |
|                          | Ability to effectively communicate complex information to non-specialists and to a wide range of stakeholders, acting as an ambassador for sustainability at LSE to internal and external stakeholders. | E   |
| Planning and             | Experience of managing projects, monitoring progress and  | E   |



|                                |  |                                     |
|--------------------------------|--|-------------------------------------|
| <b>Organising</b>              | <p>performance, and delivering outcomes according to agreed targets, timescales and budgets.</p> <p>Ability to plan and organise own workload in line with personal, team and organisational objectives, managing competing priorities effectively.</p> <p>Excellent keyboard, clerical and IT skills.</p> <p>Attention to detail and experience providing high quality administrative support.</p> <p>Ability to act on initiative to develop new approaches to complex challenges.</p> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> |
| <b>Teamwork and motivation</b> | <p>Experience of working collegiately as a member of a team and contributing actively and effectively to it, as well as the ability to work independently with minimal supervision.</p> <p>Able to be flexible and willing to be involved in a variety of ad hoc projects.</p>   | <p>E</p> <p>E</p>                   |
| <b>Liaison and Networking</b>  | <p>Ability to work effectively and collegiately with LSE staff and students, building buy-in and developing internal networks to deliver collaborative projects.</p> <p>Ability to liaise with external partners to share best practice and deliver collaborative projects.</p>  | <p>E</p> <p>D</p>                   |
| <b>Analysis and research</b>   | <p>Experience gathering and interpreting quantitative and qualitative data to produce management information, and presenting this accurately and in appropriate format.</p> <p>Experience of producing management reports, to report on performance and to build the case for initiating new projects.</p>   | <p>E</p> <p>E</p>                   |

**E – Essential: requirements without which the job could not be done.**

**D – Desirable: requirements that would enable the candidate to perform the job well.**