



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 Projects Officer

Department/Division: Estates Division

Accountable to: Head of Sustainability

Job Summary:

Working as a member of the LSE Sustainability Team, this post will support the Head of Sustainability in delivering a range of projects to fulfil the School's Sustainability Policy commitments.

This includes maintaining LSE's ISO 14001 Environmental Management System, delivering initiatives to enhance the School's environmental impacts, and delivering training and engagement programmes to students and staff.

Duties and Responsibilities

Service Delivery

- Maintain and develop LSE's ISO 14001 / 50001 joint-certified Environmental and Energy Management System.
- Manage procedures to control LSE's environmental impacts and ensure compliance with environmental regulation.
- Develop and implement innovative new initiatives to improve LSE's sustainability impacts, acting on initiative to develop solutions to challenges.
- Integrate sustainability values and practices in all LSE departments.
- Apply for funding for specific sustainability initiatives.
- Deliver agreed targets to agreed timeframes and standards.

Communication:

- Lead the development and implementation of LSE's sustainability engagement programme (including website, public relations, printed materials, events, etc).
- Communicate sustainability information clearly to staff, students and the public, acting as an ambassador for sustainability at LSE.
- Log requests for information and monitor response times and feedback from customers.
- Create and deliver a sustainability training programme for students and staff.
- Liaise with colleagues in the Estates Division and across the LSE community to share knowledge, and record agreed actions and progress.



Planning and Organising

- Plan and organise own workload in line with the School's objectives.
- Monitor projects against agreed timescales and deliverables.

Teamwork and motivation

- Play an active role as a member of the Sustainability Team, Estates Division and LSE; motivate colleagues to progress the Environmental Sustainability Policy.
- Ensure effective prioritisation of work, knowing when to refer to other members of the team
- Flexible and willing to be involved in a variety of ad hoc projects.

Liaison and Networking

- Collaborate with students, staff and external partners to develop and deliver projects.
- Maintain good communication links with students and staff to facilitate effective collaborative working.
- Network with external colleagues, industry bodies and others, to maintain relevant and up to date skills and knowledge and share best practice.

Analysis and research

- Contribute data and information to develop business cases for sustainability projects.
- Collate and report on environmental performance data to support management decisions, including through presentations and written papers to management committees.
- Collate and report data to external benchmarking frameworks.

Knowledge and Experience

- Knowledge and experience of environmental management.
- Experience of project administration and management to agreed budgets, reporting and monitoring mechanisms and timeframes.
- Creative and innovative thinker and problem-solver, who can formulate ideas and appropriately execute them.
- Ability to deal efficiently and professionally with a wide range of stakeholders, including at senior levels.
- An excellent communicator, with strong written and verbal skills and an excellent command of English.
- Strong IT, clerical and administrative support skills including in-depth command of Microsoft packages; social media experience an advantage.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the demands 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.



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**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 Environmental Policy.