



## 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.	E
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.**