

## Job Description

<b>Job Title:</b>	Sustainability Officer		
<b>Department:</b>	Research and Knowledge Exchange	<b>Location:</b>	Any UHI North, West and Hebrides Campus. Hybrid options available
<b>Grade:</b>	NSUP24-27 - £33,473 - £35,890		
<b>Report To:</b>	VP Strategic Development		

### Job Purpose:

The Sustainability Officer will play a critical role in supporting the operations of a Sustainability Taskforce for North, West and Hebrides (NWH). The role will coordinate sustainability initiatives, facilitate the development and implementation of a Sustainability Action Plan.

### Duties and responsibilities

The following duties and responsibilities are intended to give a broad indication of the variety of tasks the post holder may be asked to undertake. It should be noted that a job description is not an exhaustive list of activities, and staff may be asked to carry out other duties commensurate with the level of the post. The job description may also be amended to take account of changed circumstances, and staff will be consulted when this is necessary.

### SUSTAINABILITY

- Work with the taskforce to develop **a tailored Sustainability Action Plan** by June 2025, aligned with the UHI Sustainability Strategy and EAUC Roadmap.
- Support the formation and ongoing operation of the NWH Sustainability Taskforce.
- Facilitate collaboration among representatives from research, estates, marketing, teaching staff, and students.
- Coordinate regular taskforce meetings, set agendas, and track progress on action items.
- Undertake baseline assessments, including emissions tracking across campuses.
- Support prioritisation of sustainability initiatives and provide updates on progress.
- Gather data for NWH on the mapping of sustainability across courses in collaboration with UHI partners
- Gather data and report on the delivery of staff sustainability training in partnership with HR and OD colleagues.

- Support student engagement in applied sustainability projects, such as biodiversity baselines and carbon assessments.
- Support sustainability initiatives, such as carbon assessments, into campus projects.
- Collaborate with local organisations (e.g., RSPB and Atlantic 58) to recommend biodiversity initiatives.
- Work with marketing to publicise sustainability via the college website and other relevant platforms.
- Raise awareness among staff and students of available resources and events, including EUAC opportunities.
- Encourage student involvement in sustainability initiatives.
- Contribute to the development of travel policies balancing sustainability goals with operational needs.
- Develop and manage a SharePoint site for sustainability-related practices and reporting.
- Liaise with UHI Sustainability Group as required, EUAC, and other stakeholders to gather best practices and insights.
- Represent the college at sustainability events and conferences as required.

## **GENERAL**

- Proactively contributing to own personal development and supporting the wider sustainability of UHI North, West and Hebrides;
- Contribute to UHI's climate, biodiversity, and sustainability goals, including net-zero by 2040;
- Ensuring consistency and equality at all times;
- Ensuring compliance with data protection requirements and all college policies as required, including appropriate responsibility to ensure the health and safety of self and others;
- Working collaboratively with colleagues to ensure a whole college focus and approach

## **Terms and Conditions**

This post is governed by Support Staff terms and conditions, which are subject to collective bargaining processes.

## **General**

- Proactively contribute to own personal development and supporting the wider sustainability of UHI North, West and Hebrides;
- Contribute to UHI's climate, biodiversity, and sustainability goals, including net-zero by 2040;
- Ensure consistency and equality at all times and proactively engage in UHI North, West and Hebrides values of trust, integrity and excellence.
- Ensure the health and safety of self and others and compliance with safeguarding, data protection requirements and all college policies;
- Work collaboratively with colleagues to ensure a whole college focus and approach

## **Appendix: Personal Attributes Framework Leadership – Providing direction, inspiration and encouragement to others**

- Acts with confidence guiding the activities of colleagues, students and/or visitors
- Demonstrates a positive attitude to new ways of working and when faced with difficult situations
- Understands importance of having a strong sense of purpose and common goal
- Understands how own role contributes towards meeting organisational goals
- Takes responsibility and is accountable for own actions
- Is able to objectively assess own strengths and limitations
- Delivers a friendly and professional service to learners, customers and staff
- Reflects positively on feedback and responds proactively
- Ensures colleagues and line managers are kept informed of activities
- Listens effectively and shows empathy to others' needs and feelings

## **Teamworking/Communication – Working with others in a constructive and supportive way to achieve goals and manage change.**

- Gives guidance and support to colleagues when it is needed.
- Asks for and accepts help when needed.
- Readily shares information, knowledge and expertise within own teams and across teams.
- Establishes effective working relationships inside and outside the college.
- Is polite, tolerant and patient, treating all with dignity and respect.
- Helps others to learn through encouragement and feedback.
- Works collaboratively with team and other functions to achieve a successful outcome.
- Listens to and respects others' views and opinions.

## **Performance – Managing performance of teams across the college and creating development opportunities**

- Seeks ways to improve own learning and self-development
- Takes responsibility for managing own time and area of work.
- Seeks clarity when uncertain about information/instruction.
- Prioritises workload and is able to deal with changing requirements.
- Takes personal responsibility to ensure continuous professional development of skills and knowledge.
- Seeks and analyses feedback and takes positive action.
- Keeps customers updated on progress

- Aims to deliver agreed targets to timescale
- Manages customer expectations diplomatically and tactfully
- Pursues service excellence in line with college vision, commitments and standards
- Takes responsibility for following through on customer enquiries
- Supports and promotes a customer focused culture.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Degree or equivalent experience in sustainability, environmental science, or a related field.</li> <li>IEMA membership or another affiliated professional memberships e.g. CIEWM</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience coordinating or supporting projects involving multiple stakeholders.</li> <li>Knowledge of sustainability principles and practices, particularly in education or public sector contexts.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of sustainability reporting.</li> <li>Familiarity with biodiversity initiatives or community-led sustainability projects.</li> <li>Knowledge of the UHI partnership and EAUC Roadmap desirable</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>Excellent organisational and project management skills.</li> <li>Strong communication and interpersonal skills to engage with diverse groups.</li> <li>Proficiency in data collection, analysis, and reporting.</li> <li>Ability to work independently and as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to communicate in Gaelic</li> </ul>
<b>Personal Qualities*</b>	<p>Ability to act as ambassador for the College in high level external contexts</p> <p>Also: see personal attributes framework</p>	

Other	<ul style="list-style-type: none"> <li>• Commitment and ability to undertake and/or continue professional development in a relevant discipline</li> <li>• Clean driving licence</li> <li>• Be willing to work flexible hours when necessary to meet requirements of the post</li> <li>• Be willing to regularly travel on College business, between centres, UHI and within Scotland</li> <li>• Satisfy appropriate Disclosure Scotland checks</li> </ul>	
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\*Please note that the personal qualities, whilst desirable, will not be considered when shortlisting in line with the essential criteria for the role.

## **KEY TERMS AND CONDITIONS OF EMPLOYMENT**

Hours of Work	This post is for 21 hours per week but you may be required to work additional hours to meet service requirements. The normal full-time working week is one of 35 hours.
Duration	This a part-time, fixed term post for two years (with the possibility of extension).
Salary	The salary for this post is on Support Scale Point 24-27, (£33,473 - £35,890 per annum) pro-rata.
Holidays	33 days in a full year plus 12 public/general holidays, pro-rata for part-time workers.
Location	The position will be based primarily at our UHI North, West and Hebrides Campus, but you may be required to work in any campus of UHI North, West and Hebrides.
Pension	You will be contractually enrolled into the Local Government Superannuation Scheme. Further details are available upon appointment.
References/ Medical Assessment/ PVG Check	For external candidates' appointment will be subject to references and a PVG check, which will be taken up after an offer has been made.

*UHI North, West and Hebrides, an equal opportunities employer, is a registered charity which exists to provide Further and Higher education.*

