

JOB DESCRIPTION

TITLE: Sustainability Delivery Manager

GRADE: Management Spine

RESPONSIBLE TO: Group Executive Director: Communications & Student Support

RESPONSIBLE FOR CROSS CAMPUS:

Environmental sustainability initiatives, engagement and reporting

CORE PURPOSE OF JOB:

- Lead on effective and successful delivery and effective reporting of New City College's strategic priority to deliver sustainability and carbon reduction initiatives.
- Champion the college's commitment to sustainability, working with colleagues and partners to develop and achieve our objectives.
- Lead on internal and external awareness of the college's work in the area of sustainability and carbon reduction. The postholder will lead this work by inspiring, informing, leading and motivating the college community.
- Deputise for the Group Director as necessary.

MAIN TASKS AND RESPONSIBILITIES:

1. Managing Strategy:

- 1.1 As part of the college management team, contribute to the overall strategic development of New City College.
- 1.2 Maintain up-to-date knowledge of external drivers, opportunities and risks in relation to sustainability and carbon reduction strategies.
- 1.3 Keep abreast of funding opportunities related to the college's priorities, submit successful funding applications and work closely with funding bodies to ensure that all requirements of funding and partnerships are met.
- 1.4 Build and maintain a positive network of external stakeholders with wide-ranging mutual benefits and reputational gains.

2. Specialist Management:

- 2.1 Take responsibility for initiating, leading and delivering environmental sustainability initiatives across the college.
- 2.2 Proactively manage programmes on waste reduction, paper reduction, carbon reduction and a commitment to biodiversity.
Plan and implement an innovative, relevant and evolving programme of student and staff engagement with sustainability initiatives.
- 2.3 Provide expertise: maintain thorough and up-to-date knowledge and excellent cross-college relationships. Inform, advise and support colleagues throughout the college on matters that will support achievement of organisational priorities relating to environmental sustainability and carbon reduction.
- 2.4 Advise on organisational target setting and strategic alignment with our sustainability goals.
- 2.5 Establish and maintain an appropriate data framework: Lead comprehensive environmental accounting and reporting, facilitating our environmental initiatives through funding and funders' reports. Translate legislative and best practice requirements into plans that people will understand and ensure transparency, accountability, and compliance with relevant standards and regulations.
- 2.6 Engage, collaborate with and excite students and staff to build a sustainability network to engage with sustainability plans and communications.
- 2.7 Make sure that New City College is known as a leader in this field. Seek opportunities for external recognition of this work. Represent the college externally at relevant committees, groups and partnership boards, as a positive ambassador for New City College.

3. In common with other managers

- 3.1 As a member of the college management team, help to maintain a well-managed and positive campus environment. This involves supporting positive student behaviour and will include undertaking a road duty manager role.
- 3.2 Play an active role in college promotional and student recruitment events. This will include occasional evenings and weekends.

4. In common with all other staff:

- 4.1 Support the College's mission, vision, values and strategic objectives.
- 4.2 Implement the College's Equality and Diversity policies and work actively overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.

- 4.3 Take responsibility for one's own professional development and participate in relevant internal and external activities.
- 4.4 Implement the College's safeguarding policies and practices.
- 4.5 Implement your health and safety responsibility in line with the College's Health and Safety policy.
- 4.6 Contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.
- 4.7 Ensure that data is handled in line with the General Data Protection Regulations.

5. Person Specification:

To be successful in this role you will have:

- 5.1 A degree and/or relevant professional qualification with evidence of ongoing, relevant professional development and certification.
- 5.2 A solid understanding of environmental sustainability principles, carbon accounting standards, and environmental regulations.
- 5.3 Significant and successful experience of embedding sustainability initiatives into an organisation along with and the necessary organisational outlook to embrace these.
- 5.4 The ability to analyse complex data and translate it into actionable insights.
- 5.5 Excellent communication and interpersonal skills with the ability to work effectively with cross-functional teams and diverse stakeholders at all levels (including influencing decision makers)
- 5.6 A proven track record leading strategy and projects
- 5.7 A proven ability to write and present reports, whether to students, peers, boards, funders or external stakeholders.
- 5.8 Excellent problem-solving skills
- 5.9 The ability to thrive in a fast-paced environment.
- 5.10 The ability to manage multiple projects simultaneously
- 5.11 Experience and knowledge in project management software and tools, and you continuously seek to improve processes and drive operational excellence.
- 5.12 An understanding of and commitment to Equality & Diversity and Safeguarding in an educational environment.

Additional Information:

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.