

## **Job Description**

<b>Role Title:</b>	Sustainability Programmes Manager
<b>School / Dept:</b>	Sustainability
<b>Reference:</b>	MPF4234
<b>Grade:</b>	Grade 8
<b>Full or Part time:</b>	Full time
<b>Hours:</b>	1.0 FTE
<b>Reports to:</b>	Sustainability Programmes Manager

## Overview

The goal of The University of Salford Strategy 'Innovating to Enrich Lives' is innovating towards a more sustainable, equitable, just, healthy, creative and prosperous society. The Strategy has four delivery themes:

Improving the Environment & Sustainability; Developing Cutting-edge Creativity & Innovative Practice; Building Prosperity, Equity & Community; and Enabling Healthier Living.

At the University of Salford, we recognise the climate and biological crises and that climate change is one of the biggest challenges facing our society across the globe. As a higher education provider, we have a major role to play in enabling our students and staff to respond positively to global challenges through their study, work and life. Our vision is that by embedding sustainability in all aspects of University life, we will enable our University community to create impactful positive change for society and environment. We want to be a sustainable university and make sure it is a central part of our story.

To enable this, we have established three goal areas in our Sustainability Strategy: sustainable campus, sustainable impact and sustainable communities.

Through support provided by leadership and the Sustainability Office we will embed sustainability principles into everybody's business as usual. We make a lot of decisions as an institution; we want to make sure that sustainability is at the heart of those decisions and not a bolt-on. We will make sure policies and procedures support sustainable choices.

The Sustainability Office has responsibility for the holistic Sustainability Strategy and works with teams across the whole University to enable and embed sustainability. The Sustainability Office is a centralised team and reports to the Strategic Portfolio Board and the University Sustainability Board. It is championed by the Chief Infrastructure Officer, the University Leadership Team Lead for Sustainability.

The Sustainability Programmes Manager will play a central leadership role in designing, coordinating and delivering key University sustainability programmes.

The role will lead priority programmes including:

- Responsible procurement
- Sustainability communications and engagement
- Sustainability reporting, benchmarking and performance

The postholder will ensure that programmes are aligned to strategic objectives, embedded across the University, and underpinned by robust governance, data and stakeholder engagement.

## **Role Purpose**

To lead and drive delivery of key elements of the University's Sustainability Strategy through a portfolio of high-impact programmes, ensuring a structured, data-driven and engagement-led approach and measurable progress towards Net Zero and wider sustainability commitments.

The postholder will:

- Translate strategy into deliverable programmes and plans
- Drive institutional performance through data, reporting and governance
- Lead cross-University engagement and behaviour change
- Manage key sustainability workstreams including procurement, communications and reporting.

## **Principal Duties & Responsibilities**

- Lead the development and delivery of an assigned portfolio of sustainability programmes aligned to the University Strategy, Sustainability Strategy and Net Zero Carbon Plan.
- Establish programme structures, governance, milestones and performance measures.
- Track, monitor and report on programme progress to senior leadership and governance groups.
- Identify risks, dependencies and opportunities, ensuring programmes are delivered on time and within resources.
- Lead the collation, analysis, verification and reporting of sustainability data across the University.
- Ensure effective monitoring and reporting of Scope 1, 2 and Scope 3 emissions, supporting Net Zero delivery.
- Coordinate the preparation of annual sustainability reports and contributions to statutory reporting (e.g. annual report and accounts).
- Ensure compliance with other reporting requirements, external requests and Freedom of Information queries
- Provide high-quality management information and insight to support decision-making.
- Lead the development and implementation of the University's responsible procurement programme, collaborating with Procurement colleagues.
- Ensure social value, environmental criteria and carbon reduction are embedded into procurement processes and support the consideration of sustainability in major procurement decisions.
- Lead the development of a supplier sustainability engagement programme including leading partnerships with key suppliers to deliver sustainability outcomes.
- Working with the Procurement Team and relevant external resources, ensure effective measurement and management of Scope 3 emissions from the supply chain.

- Lead the development and delivery of a coordinated and inclusive communications and engagement programme to raise awareness of sustainability and University sustainability activities, and encourage staff, students and community to make positive environmental and social impact.
- Ensure the programme is connected to wider University of Salford activity such as civic university programmes, cultural programmes as well as teaching, learning and research activity.
- Support and manage the sustainability communications team, supporting team development and ensuring staff are equipped to deliver the programme, including clear and supportive line management for the Sustainability Engagement Officer.
- Lead and participate in, as required, sustainability activity across the University campuses, in the Salford area and through regional and national collaborations.
- Translate complex sustainability data and performance into clear, accessible messages for a range of audiences.
- Work collaboratively across Faculties and Professional Services to build capability, ownership and participation.
- Build strong relationships across the University to enable programme delivery and cultural change.
- Develop and deliver guest lectures and live briefs for students to support embedding of education for sustainable development.
- Coordinate input from multiple stakeholders to deliver reporting, procurement and engagement objectives.
- Represent the University in relevant external regional and national networks and sector groups.
- Share learning locally and nationally, contributing to sector learning and development in sustainability, particularly scope 3 emissions and responsible procurement.
- Develop business cases for internal and external funding as appropriate.
- Working collaboratively with a variety of University groups, manage any funded innovation projects.

## **Generic Duties**

- Perform any other duties appropriate to the grade as may be required by the Head of School/Head of Division etc.
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.
- To engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.
- Advance equality, support our work towards eliminating unlawful discrimination, foster an inclusive study and work environment for students, staff and visitors in accordance with our public sector equality duties and university policy.

This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Person specification follows on next page

## Person Specification

The successful candidate should demonstrate the following, which are 'Essential' (E) or 'Desirable' (D)

### Qualifications

1. Educated to good undergraduate degree level or equivalent, preferably in a sustainability/environmental related discipline. **(E)**
2. The post holder to hold Membership of a professional body, e.g. The Institute of Sustainability and Environment Professionals (ISEP), Energy Institute (EI). **(D)**

### Background and Experience

3. Experience of leading and delivering complex programmes or projects in a large organisation. **(E)**
4. Experience of sustainability reporting, performance monitoring and data analysis. **(E)**
5. Experience of developing or delivering sustainable procurement or supply chain initiatives. **(D)**
6. Experience of working across organisational boundaries to influence and drive change. **(E)**
7. Experience of managing staff or functional teams (e.g. communications/engagement). **(D)**

### Knowledge

8. Strong understanding of environmental sustainability, including carbon management and Net Zero. **(E)**
9. Knowledge of Scope 3 emissions and supply chain sustainability. **(E)**
10. Understanding of sustainability reporting frameworks and benchmarking approaches. **(E)**
11. Knowledge of effective communication and engagement approaches for influencing behaviour change and raising awareness among diverse audiences. **(D)**

### Skills and Competencies

12. Strong leadership and programme management capability. **(E)**
13. Excellent analytical skills, with ability to interpret complex datasets. **(E)**
14. Excellent communication skills, with the ability to tailor messages to different audiences. **(E)**
15. Demonstrable ability to assimilate complex information quickly and make it accessible to a wider audience through a variety of communications channels. **(E)**
16. Strong stakeholder engagement, influencing and networking skills. **(E)**
17. Ability to manage competing priorities and deliver to deadlines. **(E)**
18. The ability to use Microsoft Office packages particularly Outlook, Teams, Excel, Word and Powerpoint. **(E)**
19. A personal and professional commitment to environmental sustainability. **(E)**

20. The ability to manage budgets effectively. **(D)**