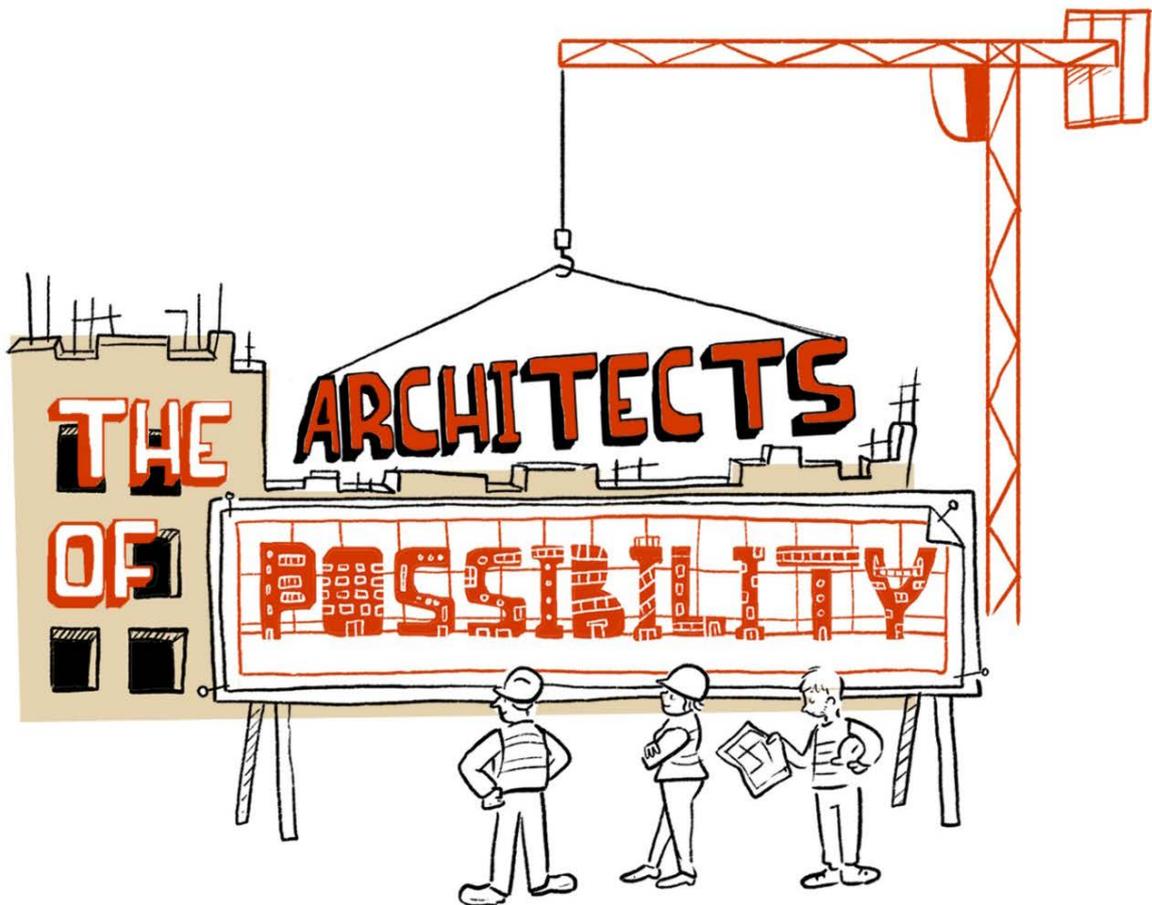




UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Staff Sustainability Architect, Sustainability Service



Two year rolling appointment

0.05% FTE

Sustainability at the University of Leeds has a high profile and is being embedded throughout the organisation. These changes are being driven through our ambitious Sustainability Strategy. This Strategy integrates research and innovation, student education and operations; with the aim of driving collaboration and inspiring change.

Staff Sustainability Architects will be pivotal in this process by facilitating positive change within departments. Providing key engagement and communication links between their departments and the Sustainability Service, Sustainability Architects will promote positive environmental, social and economic impacts and best practice throughout the University. The role will be instrumental in helping support the delivery of the Sustainability Strategy to University wide sustainability initiatives.

A network of Sustainability Architects (to replace Environmental Co-ordinators) will be made up of people who:

- Are committed to delivering the University Sustainability Strategy across their teams. As part of a collaborative network, Sustainability Architects will be integral to embedding and improving sustainability within their departments.
- Will commit c0.05% FTE to sustainability initiatives in keeping with the Sustainability Strategy.
- Work proactively with others in their departments to embed sustainability in to departmental activities and plans. Projects should relate to improving core social, economic and environmental impacts of each department across the full range of the school/service's activities.
- Create real, positive change through innovative department specific projects.
- Work together with the Sustainability Service and an effective network of Sustainability Architects (staff and student) to transform behaviour within schools and services across the University.

Specifically, this may involve:

- Developing a thorough understanding of the Sustainability Strategy and Action Plan. Attend training and development activities and staff architects networking activities to maintain this understanding;
- Promote and share their department's sustainability initiatives and progress throughout the University;



- Work proactively with the Sustainability Service and other departments to support School and Service record keeping for sustainability related KPIs;
- To work with and in some instances lead Green Impact teams, and motivate others to get involved;
- Work proactively with the Sustainability Service and other departments (HR, OD&PL) to embed sustainability in to induction staff development and training.

Period of appointment: 2 years (rolling appointment)

Time of commitment: c0.05% FTE

Responsible to: Sustainability Service/Head of Faculty or Service¹

What does the role entail?

As a Staff Sustainability Architect your main duties will include:

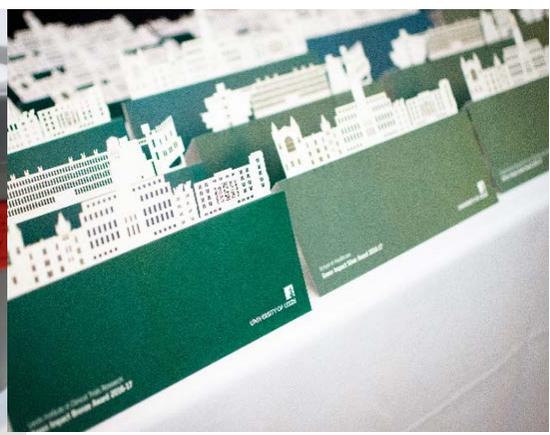
- Proactively engage with others in the School/Service to develop new and innovative ways of addressing sustainability challenges.
- Be key liaison between the Sustainability Service and your School/Service. This will involve being fully familiar with the University's Sustainability Strategy and associated policies and standards.
- Support and provide advice to Heads of Faculty/Service on formulation and revision of policies and standards (as communicated by Sustainability Service) as well as wider sustainability issues. Add value to schools/services existing plans to improve effectiveness.
- Liaise with the University Sustainability Service to disseminate sustainability information via different and appropriate media to members of Faculty or Service, both staff, students and community or external partners.
- Develop initiatives (in keeping with School/Service strategies and plans) to embed sustainability in to departmental activities, this should address key delivery areas for example teaching as well as operational activity.

¹ Line management remains within existing Faculty/Service



- Work with the Sustainability Service to encourage behavioural change within the University and support University wide initiatives. Provide training, advice and guidance to support Faculty/Service staff with positive behaviour change.
- Support Heads of Service/Department in meeting their regulatory requirements and University sustainability targets. As a minimum this will include EMS, IPE, staff induction, training and development. Ensure that appropriate records are maintained as required by relevant statutory provisions, or by University/Faculty environmental procedures.
- Inform the Dean/Head of School/Service or a University Sustainability Manager of any sustainability issues causing negative impact which cannot be resolved locally in a timely manner.
- Represent the School/Service at meetings, events or workshops (for example the Sustainability Forum) on sustainability issues. Communicate outcomes of such events to teams.
- Identify and facilitate student education and project opportunities within the faculty/service. This might include promoting modules on the Creating Sustainable Futures Discovery Theme, Green Impact opportunities, student research projects and dissertations or student placements.
- Identify and facilitate opportunities for sustainability related research opportunities for example through the campus-wide Living Lab project.
- Be proactive to ensure that sustainability matters are effectively presented as part of the induction of new members of staff and students.
- Be part of an active network of Sustainability Architects. Liaise with other Sustainability Architects (both staff and students) and the Sustainability Service on a regular basis to participate in University wide sustainability initiatives, share ideas and best practice.

These duties provide a framework for the role and should not be regarded as a definitive list.



What will you bring to the role?

As a Staff Sustainability Architect you will be/have:

- A current member of University staff;
- A demonstrable personal interest in and real enthusiasm for sustainability;
- An understanding of the agenda to promote sustainability across University facilities;
- Excellent communication and interpersonal skills with an ability to adapt communication style to suit the audience. Ability to influence and persuade others in a positive way;
- An accurate record keeper with experience of monitoring and disseminating information in different formats as required;
- A flexible and pro-active approach with an ability to respond to changing priorities and demands;
- Excellent team working skills with the ability to work collaboratively and co-operatively with colleagues and support others;
- An understanding of the benefits of promoting wide reaching sustainability issues within departments;
- The ability to pick up new information quickly and communicate this effectively to others;
- An enthusiastic and pro-active approach.

You may also have:

- Experience of working on events and campaigns;
- Experience of using social media in a professional context;
- Working knowledge, or experience of leading sustainability behaviour change initiatives.

How to apply

Please contact sustainability@leeds.ac.uk if you would like to make an application.



Contact information

To explore the post further or for any queries you may have, please contact:

Kelly Forster, PA and Project Assistant to the Director of Sustainability

Email: k.h.forster@leeds.ac.uk

Thom Cooper, Sustainability Programme Officer (Living Lab)

Email: t.c.s.cooper@leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Find out more about the University's Sustainability initiatives on the [Sustainability website](#).

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found by getting in touch with us at sustainability@leeds.ac.uk.

