

THE UNIVERSITY OF MANCHESTER

PARTICULARS OF APPOINTMENT

PROFESSIONAL SERVICES

DIRECTORATE OF IT SERVICES

DIVISION OF ENGINEERING

IT ENVIRONMENTAL SUSTAINABILITY MANAGER

VACANCY REF: PSX-022776

<b>Salary:</b>	Grade 7 £44,414 - £54,421 per annum
<b>Hours:</b>	1 FTE
<b>Duration:</b>	Fixed term for 12 months
<b>Location:</b>	Oxford Road, Manchester

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**Enquiries about the vacancy, shortlisting and interviews:**

Manager: Alex Goffe

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**Working for the University of Manchester**

The University of Manchester strives to make our community a welcoming, caring and enthusiastic one, fuelling ambition with opportunities and support to help us all achieve our personal and professional goals.

Our diverse job opportunities include an attractive [benefits package](#) with family-friendly policies that provide for flexible working. We care deeply about career and personal development, offering a structured induction programme for new staff, an annual performance and development review, staff training for all career stages and mentoring opportunities to support your career development.

We have a genuine commitment to [equality of opportunity](#) for our staff and students, and are proud to employ a workforce that reflects the diverse community we serve.

As a global institution, situated at the heart of a lively, [culturally diverse city](#), we welcome applicants of all nationalities. To help international job applicants plan for life in the UK, we have put together some useful [information on passports and visas](#), travel to the UK, accommodation and a number of other practical considerations.

### **Overall Purpose of the Job:**

The IT Environmental Sustainability (ES) Manager will support the Associate Director – Technology in the development and implementation of the ITS ES strategy. The post holder will also take the lead on the creation, management, and delivery of the ITS ES plan in order to enact the strategy. They will work to embed ES into ITS operational decision-making, services, and products.

The IT ES Manager will be responsible for ensuring the ITS Directorate contributes proportionately to the University's Sustainability targets, including our "zero carbon by 2038" commitment. To achieve this the post holder will work alongside other ITS and ES colleagues co-ordinating, learning, and applying best practice from within and beyond the University. Ultimately, the post holder will help put the ITS Directorate on course to become a sector leader in 'Green IT'.

### **Key Responsibilities, Accountabilities or Duties:**

- Contributes to the development and promotion of the ITS strategy for ES.
- Works with senior leaders within ITS to review the effectiveness of current strategies in supporting ITS ES objectives, including allocation of IT resources.
- Leads the development of an ITS ES plan based on ES principles, University policies, the ITS ES strategy, and on proposals from within ITS and from across the University.
- Co-ordinates the implementation of the ES plan through collaboration with colleagues across ITS.
- Develops an ES framework for ITS, including policies, standards, and guidelines, to underpin strategic and operational decision-making and practices.
- Ensures that ES considerations are factored into stage/gateway reviews for ITS Capital projects.
- Investigates and develops innovative methods of exploiting IT assets and supplier services/contracts, in support of the ES strategy and plan.
- Produces business cases with clearly articulated benefits, for recommended investments which will lead to ES improvements and deliver benefits to the organisation.
- Identifies internal and external funding opportunities to support the fulfilment of the ITS ES plan.

- Maintains an awareness of current and emerging methods for reduction in energy usage, re-use of technology and materials, and recycling.
- Establishes the metrics, targets and reporting by which the environmental impact of ITS operations and services will be measured.
- Provides expert advice and guidance on planning, designing, and implementing sustainable IT solutions.
- Works closely with colleagues in Research IT, Supplier Management and Asset Management to identify opportunities for reducing emissions and impacts related to contracts and services.
- Promotes best ES practice in the day-to-day running of ITS.
- Contributes to ITS governance and decision-making bodies to ensure that ES priorities and policies are considered and adopted.
- Represent ITS on the University's ES and carbon reduction governance bodies.
- Ensures the ITS ES plan will support the University's wider ES commitments and goals.

#### **IT Services responsibilities, accountabilities, and duties**

- You will be expected to demonstrate a commitment to the [IT Services Practice Charter](#) and the University's [values](#). The University of Manchester values a diverse workforce and welcomes applications from all sections of the community.

You may from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager.

#### **PERSON SPECIFICATION**

##### **Essential Knowledge, Skills and Experience:**

- Significant experience of IT change initiatives across a range of IT functions, preferably with ES drivers.
- Experience of working with and influencing a range of stakeholders across an organisation, preferably in the HE sector.

- Experience of identifying opportunities for technology-driven improvements, scoping the resources needed for delivery, and determining their worth.
- Skilled at interpreting complex information and data relating to environmental performance, monitoring progress towards emission/impact goals, and reporting on organisational performance.
- Ability to write & present compelling business cases and reports which demonstrate the benefits of investment in ES.
- Knowledgeable about environmental priorities, professional standards, and best practices relevant to IT ES.

**Desirable Knowledge, Skills, Experience and Qualifications:**

- IEMA certification; degree or equivalent qualification in a sustainability/environment-related discipline.

Competency (Professional, technical, or behavioural)	Level	Essential	Desirable
<b>Corporate, industry and professional standards:</b> Applying standards, practices, codes, and assessment to the IT industry and the HE sector.	Proficient in	X	
<b>Business proposals and report writing:</b> Methods and techniques for preparing and presenting persuasive business cases, statements of requirements/work and reports.	Proficient in	X	
<b>Operational/service architecture:</b> Knowledge of IT/IS infrastructure, IT applications, and the processes followed within an IT department which determine an organisation's sustainability and energy efficiency.	Proficient in	X	
<b>Service delivery economics:</b> The economics of service delivery, such as the cost per service line in terms of hardware, software, and effort used to deliver the service.	Familiar with	X	
<b>Business analysis techniques:</b> Applying techniques that investigate, analyse, and model a business area or system of interest and its requirements.	Familiar with	X	
<b>National/international standards:</b> Current and emerging standards associated with IT practice nationally and internationally, published by authorities such as IEEE, IEC, BSI, ISO.	Familiar with		X

<p><b>Project planning and control techniques:</b> Methods and techniques associated with planning and monitoring progress of projects.</p>	<p>Familiar with</p>		<p>X</p>
<p><b>Programme management &amp; working:</b> Defining priorities, scheduling work, monitoring progress, co-ordinating colleagues, and suppliers, removing barriers to enable delivery.</p>	<p>Familiar with</p>		<p>X</p>