

THE UNIVERSITY OF MANCHESTER

PARTICULARS OF APPOINTMENT

PROFESSIONAL SERVICES

DIRECTORATE OF ESTATES

DIVISION OF SUSTAINABILITY

**ENVIRONMENTAL SUSTAINABILITY DATA ANALYST AND PROJECT CO-ORDINATOR
(PART TIME)**

VACANCY REF: PS-13753

Salary:	Starting at £27,025 per annum (pro rata)
Hours:	28
Duration:	Fixed term from June 2019 for 3 years
Location:	University of Manchester Campus, Oxford Road, Manchester

Enquiries about the vacancy, shortlisting and interviews:

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Working for the University of Manchester

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Overall Purpose of the Job:

The main purpose of the role is to assist in the delivery of Environmental Sustainability projects as outlined in the Environmental Sustainability strategy and associated plans.

Key Responsibilities, Accountabilities or Duties:

1. Responsible for the input and analysis of all Environmental Sustainability (ES) related data, making recommendations based on findings.
2. Develop and monitor a data management process to ensure timely and accurate data reporting and interventions.
3. Working with colleagues in the ES Team, develop projects and campaigns as outlined in the ES strategy, sustainable resources plan and living campus plan, as detailed in the online delivery plans such as habitat and species survey programme and technical spaces programmes for example.
4. Working with the ES Manager, agree a process to monitor the effectiveness of a wide-range of programmes and events, reporting findings and recommendations to the Head of Sustainability and attending ES related committees as required.
5. Using a combination of qualitative and quantitative research methodologies, monitor the impact of the sustainability champions' programme and events and present findings and recommendations to the relevant leads within the ES Team.
6. Co-ordinate the estates management record (EMR) and annual performance review (APR) returns for the ES Team prior to sign off by Head of Sustainability.
7. Using data collated and analysed, provide evidence for awards entries, benchmarking exercises such as the AUDE green scorecard and accreditations such as carbon literacy status.
8. Present data collated and analysed in a visual way e.g. infographics to input into the annual sustainability report and/or case studies of successful interventions to encourage staff and students to engage with ES initiatives.
9. To contribute actively to the development of a team spirit and a collective commitment to promote ES across the University.

PERSON SPECIFICATION

Essential Knowledge, Skills and Experience:

1. An academic qualification to degree level or equivalent in an engineering, science or maths discipline.
2. Demonstrate a high level of numeracy, and an understanding of how software packages can be utilised to prepare and analyse quantitative data.
3. Experience of collecting and interpreting data and making use of it in developing solutions and presenting findings in different formats suitable for a range of audiences.
4. Possess the ability to communicate clearly and effectively to a variety of audiences, both internal and external, in writing, presentations and face-to-face.
5. A demonstrable appreciation of local and national environmental issues.
6. A demonstrable personal commitment to Environmental Sustainability.
7. Possess an ability to prioritise own work load, be able to work as part of a team as well as working alone.
8. Possess a demonstrable ability to use your own initiative.
9. A thorough understanding of the Microsoft Office Suite of packages.

Desirable Knowledge, Skills, Experience and Qualifications:

1. A member of a professional body.
2. Experience of working in a similar environment with similar responsibilities.