

Summary

Job title	Head of Environment
Division	University Administration and Services
Department	Estates Services, Facilities Management
Location	The Malthouse, Tidmarsh Lane, Oxford, OX1 1NQ
Grade and salary	Grade 10: £61,198 - £70,918 per annum
Hours	Full time
Contract type	Permanent
Reporting to	Head of Environmental Sustainability
Vacancy reference	168577

The role

In this new role, you will provide leadership within the Environmental Sustainability team and focus on delivering the environmental sustainability strategy with its dual goals of Net Zero Carbon and Net Gain in Biodiversity by 2035.

This would include overseeing the work contributing towards the strategy goals in the areas of sustainable food, international and local travel, biodiversity sustainable resources, and environmental sustainability in the curriculum.

You will come to this role as a senior advocate for environmental sustainability and continue to build on this experience throughout the University community of staff, students, alumni, prospective students and colleagues in colleges.

Responsibilities

1. Develop and implement environmental strategies, policies, and action plans in line with the University's Environmental Sustainability Strategy. This will include reports and papers to the Environmental Sustainability Subcommittee (ESSC) on a termly basis. Such reports will need to have an in-depth evidence base and illustrative business cases.
2. Provide leadership, management, direction and development of the team, especially in the key areas of transport, biodiversity, sustainable resources and engagement. Ensure the team resources meet the needs of the environmental sustainability strategy delivery plan. Where resources are lacking, develop business cases to increase capacity.
3. Be responsible for the environmental side of the Oxford Sustainability Fund ensuring budgets for the different delivery areas are managed effectively. Including developing a spend plan for all areas of the team



not covered by energy and carbon and a reporting approach for different audiences such as estates finance and ESSC. There will be approximately triannual requirements to bid for funding from internal and external sources to further the work of the environmental sustainability Team.

4. Develop a comprehensive reporting approach for progress in all of the key areas including a dashboard summarising programme performance covering report on budget spent and projects delivered. Reporting is required for internal and external audiences via committee papers, the annual financial report and as required for benchmarking exercises.
5. Lead the team to develop and promote a multi-channel engagement programme for staff and students translating strategy into positive environmental actions taken at divisional, departmental and team level. The programme should include the following:
 - A monitoring and evaluation regime
 - Regular user testing and feedback exercises
 - A network of environmental champions supported with relevant training
6. Lead the team to develop and promote the development of the new University Transport and Biodiversity strategies to contribute towards delivering the Environmental Sustainability Strategy and the emerging Estates Strategy. The strategy should define key objectives, funding requirements and a delivery pathway. This will require working with existing working groups set up for biodiversity, curriculum and research and building a network of stakeholders for specific issues highlighted in the Environmental Sustainability strategy.
7. Develop an environmental sustainability training programme to ensure all staff and students are aware of their responsibilities in this area. The programme should enable:
 - Awareness raising of environmental activity at the University
 - Education on environmental responsibilities for different staff groups
 - A more bespoke service as required

A working group will be needed to ensure the content of the programme is relevant, appropriate and tailored to different University audiences such as building managers, laboratory staff, heads of department, departmental administrators and professional services staff. This will require recruitment to and running of the working group.

An existing working group is progressing the strategy commitment to give access to environmental sustainability education to all students that will need an operational steer and administrative support from the environmental sustainability Team.

8. Review and update targets where appropriate and introduce new targets as required to achieve the commitments detailed in the environmental sustainability strategy. Areas where targets should be set are:
 - Recycling rates
 - Food waste reduction
 - International and local travel
 - Biodiversity net gain for onsite and the supply chain
9. Provide professional advice and guidance to colleagues in Estates Services and the University Administration Service to deliver improvements to services affecting the University carbon and biodiversity impact such as transport and catering.
10. Taking responsibility for staff training and development across the entire Environmental Sustainability team, ensuring this is well managed and recorded in accordance to the team's needs.

Other duties as directed by the Head of Environmental Sustainability to meet the demands of the service.

Selection criteria

Essential selection criteria

- A good first degree, or equivalent, in an environmental science related area
- Significant management experience and proven ability to lead and motivate a team
- Extensive experience in the field of environmental management and assessment
- Well-developed influencing skills with the ability to communicate effectively with a wide range of stakeholders
- Experience of working in a large organisation on sustainability issues
- Outstanding oral and written communication skills
- 'Can do' attitude using an evidence base to come up with solutions and suggestions

Desirable selection criteria

- Have experience of carbon literacy training
- Have previously been responsible for a wide range of environmental issues including transport and biodiversity

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Lone Working
- Travel outside of Europe or North America on University Business

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Estates Services

Estates Services is responsible for the management and strategic development of the University's functional and commercial estate, comprising 440 buildings, and associated infrastructure. The University's functional buildings include specialist research buildings, teaching laboratories and lecture halls, sports facilities, libraries and museums, administrative and ceremonial buildings. Commercial properties include graduate accommodation, office space, warehouses and agricultural land and property.

The day-to-day responsibilities of Estates Services include managing the capital building programme, aimed at delivering world class new buildings; repairs and maintenance, including upkeep of some of the finest buildings in the city; facilities management for a number of University buildings; the provision of central services such as mail room services; maintaining a safe and secure physical environment; the allocation of space for departmental use; property acquisitions, disposals and leases; accommodation for graduate students at eight sites, as well as housing for key staff; conserving Wytham Woods and University Parks, and managing gardens and landscapes across the estate; carbon reduction strategies across the University and helping staff and students to make sustainable workplace and travel choices.

For more information please visit: [Home | Estates Services \(ox.ac.uk\)](#)

University Administration and Services

University Administration and Services (UAS) is the collective term for the central administrative departments of the University. UAS comprises structures to:

Support the University's core academic purposes of teaching, learning and research;

Ensure the University can meet the requirements of government, funding bodies and other external agencies; and

Facilitate the attainment of the objectives set out in the University's Strategic Plan.

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email recruitment.support@admin.ox.ac.uk.

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at researchstaff-subscribe@maillist.ox.ac.uk to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on committee@oxrss.ox.ac.uk. For more information, see www.ox.ac.uk/oxrss, Twitter @ResStaffOxford, and Facebook www.facebook.com/oxrss.