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| Job Description |  |
| Sustainable Research Manager | Grade: 8 |
| Department: Sustainable UCL | Location: Bidborough House - Agile working Remote working from home |

#### Reports to

**LONDON’S GLOBAL UNIVERSITY**

**UCL PROFESSIONAL SERVICES ROLES**

Head of Sustainability Programmes

#### Context

Founded in 1826 in the heart of London, UCL is London's leading multidisciplinary university, with more than 13,000 staff and 42,000 students from 150 different countries.

UCL is a diverse global community of world-class academics, students, industry links, external partners, and alumni. Our powerful collective of individuals and institutions work together to explore new possibilities.

Sustainability is one of UCL’s core values and is striving to embed sustainability across all its operations and activities. Key to the delivery of this core value is the UCL Sustainability Strategy. UCL’s new Sustainability Strategy 2019-2024 sets out an ambitious set of goals and activities to position UCL as a world-leader in addressing sustainability challenges. A key commitment within the strategy is for UCL to be Zero Carbon by 2030.

The role is to both support the implementation of the sustainable research programme, (primarily focussed on UCL’s laboratory environments) which is key to delivering on UCL’s [net zero commitment](https://www.ucl.ac.uk/sustainable/ucls-zero-carbon-plan) and to drive UCL’s ground-breaking sustainable labs programme LEAF.

[LEAF](https://www.ucl.ac.uk/sustainable/staff/leaf) is a programme designed at UCL to improve laboratory sustainability which has now been adopted by over 60 research institutions in the UK and globally.

The successful candidate will be joining the Sustainable UCL Team, which coordinates and facilitates the delivery of the Institution’s strategic goals. The team has been in place for 10 years and in that time the Institution has moved from 61st to 19th place in People and Planet’s University League and won numerous awards for our sustainability performance.

You will be joining a dynamic and fun team committed to making UCL a more sustainable place. We have an open and collaborative team culture; welcoming new ideas and ways of working.

#### Main purpose of the job

The Sustainable Research Manager will be responsible to the Head of Sustainability Programmes to:

* Develop and implement a sustainable laboratories programme at UCL to reduce carbon emissions, resource use and costs for UCL.
* Drive behaviour change within laboratory environments at UCL
* Further develop the LEAF sustainable laboratory programme increasing its impact by refining the programme and extending its global reach.

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#### Duties and responsibilities

1. **Develop and deliver a sustainable laboratories plan**
   1. Liaise with key stakeholders across UCL to develop a sustainable labs programme to support the realisation of UCL’s zero carbon by 2030 target while reducing waste and resource use.
   2. Manage the implementation of the pipeline of projects and initiatives from the programme, including liaising with stakeholder groups, monitoring and provision of business cases as required.
   3. Support the development of UCL’s Living Lab programme (using the Estate as a test-bed for research by academics and students) within laboratory environments.
   4. Work with lab users and other key stakeholders at UCL to identify changes to processes that will improve efficiency within labs, for example around procurement of sustainable laboratory equipment, biobanking and laboratory recycling.
2. **Drive behaviour change within lab environments:**
3. Plan and conduct sustainability audits of university laboratories to identify potential energy, water and waste saving projects – and discuss these with lab users.
4. Increase uptake of the LEAF programme among UCL laboratories
5. Engage with laboratory users to embed sustainability principles into laboratory practices and identify innovative approaches to sustainable laboratories.
6. Deliver training to UCL staff and students, around sustainable laboratories
7. Liaise with wider UCL Divisions to ensure that the objectives and targets set out in the sustainability labs programme are followed.
8. Develop and maintain effective relationships with the UCL laboratory community to increase understanding for lab-based sustainability initiatives, e.g. through the lab sustainability network.
9. **Develop the LEAF programme**
   1. Continue the development of the content and user experience of the [LEAF sustainable labs programme](https://www.ucl.ac.uk/sustainable/staff/leaf) including developing new LEAF programmes for different work environments.
   2. Undertake marketing and liaison activities to increase the uptake of the LEAF programme by other research institutions globally
   3. Provide on-boarding and support for new institutions using LEAF
   4. Provide ongoing support to the external LEAF community
   5. Run a range of external events relating to sustainable laboratories to promote the LEAF programme.
   6. Speak at conferences and other fora to raise awareness of sustainable labs and the LEAF programme
   7. Prepare journal articles and respond to other requests from journalists about the LEAF programme
   8. Administer billing and contracts for external LEAF users.
10. **Technical scrutiny for Capital Works**
    1. Develop standards for sustainable laboratory environments for design teams to adhere to.
    2. Work with the Head of Sustainable Buildings to input into the design and commissioning of new buildings and any other major/minor refurbishments to ensure the most sustainable laboratory environments are achieved and that design standards are met.
11. Act as the Sustainability Business Partner for a number of science-based Faculties (supporting them to implement UCL’s Sustainability Strategy within their area.
12. Liaise with local health authorities e.g. UCLH to drive improvements in shared laboratory spaces.
13. Comply with UCL’s policies at all times, including Equal Opportunities Policies, and ensure that duties are carried out in accordance with relevant divisional and UCL policies and procedures.
14. Promote and demonstrate a personal commitment to UCL’s Ways of Working.
15. Attend relevant seminars, workshops and training events and maintain professional status by completing appropriate CPD.
16. Adopt and promote awareness of UCL’s Sustainability policies and other initiatives.
17. To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.

# Person Specification

| **Criteria** | **Essential or Desirable** | **Assessment method**  **(Application/Interview)** |
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| **Qualifications, experience and knowledge** |  |  |
| Experience of working in laboratories and with laboratory users. | Essential | Application / Interview |
| Experience of delivering sustainability improvements in laboratory environments. | Essential | Application / Interview |
| Understanding of the latest sustainability opportunities and advances within laboratory environments. | Essential | Application / Interview |
| Experience of growing a software based commercial product to new audiences | Essential | Application / Interview |
| Educated to a degree status or equivalent | Desirable | Application |
| **Skills and abilities** |  |  |
| An ability to be persuasive to both effect change of hard and fast attitudes and behaviours and promote the LEAF brand globally. | Essential | Interview |
| Competent at time management and capable of prioritising work to achieve performance targets with the minimum supervision | Essential | Interview |
| A natural collaborator, working cross functionally, internally  and externally | Essential | Interview |
| Excellent project management skills | Essential | Application |
| Excellent oral and written communication skills | Essential | Application |
| **UCL Ways of Working for professional services** |  |  |
| Personal Excellence – Committed to providing a responsive and helpful service. | Essential | Interview |
| Working Together – Documenting and Sharing Solutions | Essential | Interview |
| Achieving our mission – Finding ways to successfully work with the extended UCL community on cross-institutional projects | Essential | Interview |
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