**University of Edinburgh – Social Responsibility and Sustainability**

**Programme Facilitator – Laboratories – 12 month contract**

**Job Advert Intro Paragraph**

The Department for Social Responsibility and Sustainability (SRS) is looking to appoint a Programme Facilitator to further develop and roll out a programme of activity supporting technical and research staff to promote and implement efficient practices within University laboratories. This includes the delivery of an Environmental Assessment Framework linked to the Edinburgh Sustainability Awards.

This would build on a pilot project which started in 2013, with support from the UK-wide S-Lab project implementing activities within the University of Edinburgh and beyond. Depending on the outcomes of the work over the next 12 months and the availability of funding, there may be potential for an extension of this post and it is also anticipated that there will be some time allocated to supporting a network of institutions aimed at promoting and facilitating action for sustainable laboratories.

**1. Job Details**

Job title: **Programme Facilitator– Laboratories**Department: **Social Responsibility and Sustainability, Corporate Services Group**Line Manager: **Matthew Lawson, Programme Manager**

**2. Job Purpose**

To further develop and roll out a programme of activity supporting technical and research staff to promote and implement efficient practices within University laboratories. This includes the delivery of an Environmental Assessment Framework linked to the Edinburgh Sustainability Awards and working to share good practices and lessons learned with other HEIs in Scotland and beyond.

**3. Main Responsibilities**

**Approx. % of time**

* Organise and deliver an environmental assessment and Awards programme for laboratories – through providing support to laboratory staff to implement criteria; supporting self-assessments and being present for all audits; ensuring consistency for assessment; grading and auditing practices and identifying improvement opportunities / producing audit reports

25%

* Coordinate and draft a detailed plan of activity to integrate sustainable labs within the SRS programmes of the University of Edinburgh. This will include working with key stakeholders both within and outside the University.

15%

* Develop and establish a Laboratories Steering Group, which will provide expert guidance and direct the expanding remit of work associated with sustainable laboratories.

10%

* Project managing the cold storage experiment, including supporting experiments, result publication and continuation management.

10 %

* Roll out inductions and induction and exit policies for technical staff, post graduate students, BSc students and demonstrators across all academic schools, to contain information about sustainable lab practices.

10 %

* Provide guidance on efficient equipment and technologies for laboratories and technical staff by carrying out horizon scanning for future trends, answering research requests from university colleagues and highlighting best practice from the sector. 10%
* Develop and document case studies and lessons learned to support decision making (for example documenting issues and options for helium). 10%
* Develop procurement step by step guide for laboratory equipment for purchasing and reuse, alongside a guide for laboratory waste, ensuring alignment with engagement work.

5%

* Contribute to the social responsibility, sustainability and climate change programmes of the University of Edinburgh. 5%

**4. Planning and Organising**

* Hold overall responsibility for the delivery of environmental assessment of university laboratories, liaising with technical / admin staff and negotiating with others to agree times
* Plan ahead and prioritise commitments and respond proactively to changes
* Ensure core requirements of health and safety and similar regulations are met fully
* Support the organisation of both internal and external events for a community of best practice – for booking rooms, booking places at conferences and seminars both within the university and externally and for organising catering & booking meeting rooms within the university using MyEd or offsite venues if appropriate
* Plan own work activities to ensure effective service delivery, resolving conflicting timescales and priorities independently with limited or no supervision. Provide updates or progress reports on all tasks and projects as required by senior management on a weekly basis.

**5. Problem Solving and Decision Making**

* Identify problems in promoting and supporting efficient practices within laboratories across the university, using initiative to respond to and resolve any urgent enquiries
* Provide a response or a solution – or where necessary suggest an alternative approach
* Communicate accurate and up-to-date information
* Use own initiative & manage own workload, making decisions without direct access to senior management
* Meet strict deadlines and give responses in timescales identified by senior managers.

**6. Key Contacts and Relationships**

* Liaise with and engage with technical and research staff through the community of best practice and by implementing the environmental assessment framework across laboratories
* Programme Coordinator, Sustainability Adviser, Principal Investigators and lab managers
* Develop relationships with Laboratory Building / Facilities Managers and colleagues within Estates & Buildings to implement efficient technologies and / or practices within buildings
* Continuously developing relationships with technical staff from across the sector including technical staff in laboratories, academics, and stakeholders from external organisations
* Develop internal relationships with the three teams in the SRS department.

**7. Knowledge, Skills and Experience Required**

* HNC / HND or equivalent and / or two years’ relevant work experience and involvement – ideally in environmental sustainability initiatives
* An excellent working knowledge of Microsoft office, IT software packages, internet and Outlook emails & calendars
* Experience of standard laboratory practices
* An organised, meticulous and thorough working style with very good communication and customer relations skills. Excellent attention to detail and a flexible and adaptable attitude
* An ability to multi task and cope with a varied workload, and to cope well under pressure and work towards tight deadlines to deliver timely and accurate work
* An understanding & experience of establishing new systems and processes
* Experience in editing websites and promoting activities using social networking tools
* Strong interpersonal skills, pro-active customer-focused attitude with evidence of ability to resolve customer queries independently. Friendly and welcoming approach to staff, students and external visitors
* Experience with procurement and waste management practices
* Line management experience is desirable for supervising student volunteers.

**8. Dimensions**

* The department has a pan-University role providing advice on social responsibility and sustainability issues to academic schools, programme directors, institutes, research centres and specialist networks
* The post-holder will work closely with the wider Scottish S-Lab programme and engage with staff at other Universities to support delivery and / or undertake laboratory audits
* The post-holder will communicate requirements and any concerns to staff, addressing minor performance issues independently, but raising more complex issues (e.g. resource management and safety etc) with line management.

**9. Job context and other relevant information**

* Because this is a new post in a new department there is a greater expectation that the successful candidate will be a self-starter with real capacity for contributing significantly to the successful establishment of a thriving, well respected and highly-professional unit.