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| **Sustainable labs Officer**  **REF SUPP101706** | | | | | | logo-screen | | |
| JOB DESCRIPTION TEMPLATE **(**[**Guidance notes**](http://www.bris.ac.uk/personnel/grading/support/jd-guidance.html) **are available to assist in completion of this template)** | | | | | | | | |
| School or Division/ Address: | | Sustainability, 1-9 Old Park Hill, Bristol, BS2 8BB | | | | | | |
| Academic Faculty / Support Services Division: | | | | | Estates Office | | | |
| (Supplementary information for recruitment only) | | | | | | | | |
| Job Family / Grade: | I | | | | **Salary range:** | | | £31,342 - £35,256 per annum |
| Hours of work: | 35 | | | | **Work pattern:** | | | Monday – Friday |
| Contract type: | Fixed Term two year contract | | | | | | | |
| Main Job Purpose | | | | | | | | |
| The post will support the Head of Sustainability in developing the University’s S-Labs initiative (Safe, Secure and Sustainable Labs). The primary aim will be to reduce the environmental impact of the University’s labs with the aim of reducing costs (over £3million worth of utilities and waste costs). In addition the project will improve staff efficiencies, lab security and safety risk.  S-labs is a University wide initiative aimed at improving Safety, Security and Sustainability within the University of Bristol’s highly serviced space in particular laboratories. | | | | | | | | |
| Statement of Responsibilities (Use the sub-headings below if applicable – refer to [guidance notes](http://www.bris.ac.uk/personnel/grading/support/jd-guidance.html)) | | | | | | | | |
| **Planning & Organising**   * Develop an annual SMART action plan for S-labs in line with Policy and Strategy for Sustainability. This will include requests for resources and budgets. * Manage projects and initiatives within the S-labs programme, including identifying projects, specifying equipment and procedures, selecting products and consultancies to implement works, managing project budgets in the range of £100,000, over-viewing both implementation and post installation reviews. * Run a range of nationally focused events relating to the S-Labs initiative open to other Higher Education Institutions and regional organisations involved in lab work. * Assist with other projects outside of the S-Labs programme that have a significant impact within laboratories or impact on laboratory personnel. * Prioritise own areas of work on a daily, weekly and monthly basis.   **Decision Making**   * Develop a programme of cost effective water and energy efficient laboratory equipment replacements, including but not exclusively -80 freezers, drying cabinets, lighting for microscopes, Incubators, RO units and ovens. * Develop business cases for approval by the Head of Sustainability and where necessary CIPB for equipment replacement and other initiatives (e.g. training, procedural changes, software). Once agreed the post holder will implement these projects. * Work with labs users to include S-Lab principles into exit and induction strategies for labs/departments. * Support the work of other Sustainability team members on laboratory improvements, particularly for fixed services like fume cupboards and processes like waste management. * Work with Procurement to develop alternatives to purchasing equipment and investigate lease agreements and equipment sharing databases and booking systems. * Receive and respond to customer enquiries including more complex enquires especially around lab procedures and equipment management, judging what action is required, initiating solutions and judging when to forward them onto the Manager and/or involve others.   **Problem Solving**   * Work with lab users to identify and implement projects that will protect business continuity for research, such as fail safe systems for cold storage. * Work with labs users and Security to develop methodologies to enhance the physical security of materials in laboratories. * Work with lab users and Safety and Health Services to develop methodologies to improve safe lab practices within labs * Work with Lab users and other support services (e.g. IT Services), to identify changes to processes that will improve efficiency within labs, in particular for chemical inventory and freezer sampling systems. * Identify and implement projects that will reduce on-going maintenance and servicing costs for laboratory systems. * Solve problems that occur on a regular or routine basis, drawing upon pre-prepared materials or develop new initiatives to prevent problems from occurring in the future, judging when to refer or involve others.   **Analysis, Reporting and Documentation**   * Plan and conduct sustainability audits of University laboratories including inventories of equipment; monitoring laboratory equipment consumptions and using this information to identify potential energy, water and waste saving projects - undertake the collation of information, data entry, analysis and recommendation of potential actions within these areas. * Secure other relevant data from a variety of sources, e.g. users and manufacturers. * Maintain relevant databases, spreadsheets, filing systems to ensure accurate, up to date information is accessible to those who require it e.g. Sustainability Managers, Technical Managers, as well as for one owns requirements. * Identify gaps in information around laboratory equipment and processes especially around energy and water consumption, identifying how to collect data to fill this missing information. * Produce and prepare reports/presentations/letters using a variety of formats and software applications to support the work of the S-Labs initiative.   **Customer Services & Support**   * Develop behaviour change program ‘Green Impact Laboratories’ initiative within the University. * Prepare and conduct a programme for S-labs behaviour change events and activities. This will involve the design of behaviour change projects, execution of said projects, management of design materials and review of effectiveness. Record and document relevant information as requested. The post holder is required to work with an external design team during production. * Maintain the S-Labs website and monitor traffic to these pages. Responsible for the management of social networking sites such as Facebook and Twitter. * Assist in setting up meetings with key users, setting agendas, taking minutes of meetings and distribution of S-labs related information. * Support lab staff with any issues relating to S-Labs and projects initiated from the programme, resolving any complaints. * Develop training for laboratory staff including technical staff, principle investigators and students relating to S-lab activities such as equipment management, software use and procedural changes.   **Liaison**   * Develop and manage a network of contacts, identifying key individuals to support activities in the annual work programme and action plan. * Build and maintain good relationships with internal academic and support staff (Principle Investigators and Technical Managers), customers (students, staff and visitors), key external organisations like professional bodies (e.g. Institute of Chemistry) and opinion-forming individuals to promote the University’s reputation and interests and to develop the University’s S-labs initiative. * Develop specific initiatives with Chemistry and Medical school laboratory users. * Work with Safety and Health Services and Security to develop the ‘safe and secure’ aspects of S-Labs.   **Continuous Improvement**   * Identify policy and procedural changes relating to sustainability in labs and recommend short term actions. * Gain best practice from other Universities for improvements to laboratory operations. * Assist in the incorporation of customer feedback and comments into proposals for improvements to laboratories in relation to S-Labs. * Undertake any relevant training identified in the personal development plan to ensure that skills are up to date.   **People Management**   * Manage up to 10 paid student S-Lab interns, ensuring they have correct training, plans of work and welfare support. * Manage student volunteers who will help deliver S-labs programmes across a range of buildings and laboratories. * Gain support of key stakeholders and allocate any relevant work tasks to others (including Estates Operations, Sustainability, technical staff in labs and Security Services), ensuring that they are completed correctly and to schedule. | | | | | | | | |
| Relationships and Contacts | | | | | | | | |
| Line manager: | | | | Head of Sustainability | | | | |
| Line manager to (where appropriate): | | | |  | | | | |
| Internal Contacts | | | | | | | | |
| Contact with whom? | | | Nature of relationship | | | | Purpose | |
| Head of Sustainability | | | Daily contact and supervision in the same office | | | | To ensure that the annual and work programme is achievable and on target. To gain advice and expertise on any aspect of the role. | |
| Sustainability | | | Daily contact in same office | | | | Work on S-lab projects and assist sustainability staff in their lab based initiatives. | |
| Security Services | | | Monthly contact relating to security issues in Labs | | | | Work on S-lab projects and assist security staff in their lab based initiatives. | |
| Technical Managers | | | Daily contact relating to S-Lab projects and initiatives. | | | | Work on S-lab projects, gathering information, liaising on projects and equipment specification and supporting technicians in S-Lab projects. | |
| Academic staff | | | Weekly contact relating to S-labs projects and initiatives. | | | | To consult with lab users on projects, initiatives and equipment within labs. | |
| Capital Maintenance and Infrastructure Dept. | | | Project specific contact. Onsite meeting and contact through a variety of media | | | | Delivery of equipment and building services projects relating to S-labs. | |
| Estates Maintenance | | | Ad hock contact via email and or telephone | | | | Relating to equipment and building services projects relating to S-labs. | |
| Lab based staff | | | Regular contact through a variety of media including telephone, email, face-to-face and reports. | | | | Work on S-lab projects, gathering information, liaising on projects and equipment specification and supporting technicians in S-Lab projects and encourage change in behaviour. | |
| Lab based students | | | Regular contact through a variety of media including telephone, email, face-to-face and reports. | | | | Work on S-lab projects, gathering information, liaising on projects and equipment specification and supporting technicians in S-Lab projects and encourage change in behaviour. | |
| External Contacts | | | | | | | | |
| Contact with whom? | | | Nature of relationship | | | | Purpose | |
| Local Health authorities | | | Ad hock contact via email and or telephone | | | | To gain information and develop best practice. | |
| Independent laboratories | | | Regular contact through a variety of media, including telephone, email and face to face | | | | To gain information and develop best practice in the laboratory field. | |
| Statutory authorities, including police | | | Ad hock contact via email and or telephone | | | | To gain information, consult and assess impact of legislation on lab practices. To work with on issues of compliance. | |
| Professional Associations like HEET | | | Ad hock contact via email and or telephone | | | | To gain information and work with on staff development initiatives. | |
| Consultants and contractors | | | Regular contact through a variety of media, including telephone, email and face to face, on-site and reports | | | | To ensure that s-labs projects and installation programmes are achieved | |
| Other H.E. Establishments | | | Ad hock contact via email and or telephone | | | | To establish best practise in certain elements of the sustainable lab operation to ensure that that successful and achievable programmes and strategies are developed | |

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| Organisation Charts |

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| See below |

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| **PERSON SPECIFICATION** | |
| Relevant Experience, Skills and Knowledge | |
| **Essential** | **Desirable** |
| * Experience of working in Laboratories or with Laboratory Users. * Advanced user of relevant IT systems and software applications (Microsoft Office, web-site authoring and social media) * Ability to work independently driving your own work plan, as well as part of a team delivering integrated projects. * Proven experience of dealing with and solving problems, particularly using analytical tools. * Statistical analysis experience and dealing with large and complex data sets, particularly to solve problems where no obvious solution exists. * Project management skills. | * Experience in survey development and analysis software * Experience in working in the Sustainability field, in particular relating to carbon, water and waste management. * Managing budgets and prioritising tasks. * Awareness of key issues within the Higher Education Sector. |
| Relevant Qualifications | |
| **Essential** | **Desirable** |
| * Vocational qualification (A Level or equivalent level of education (NVQ 4-5) or equivalent experience or Degree level standard in related field. |  |
| Communication and Interpersonal Skills | |
| **Essential** | **Desirable** |
| * An ability to be persuasive in promoting change of hard and fast attitudes and behaviours in respect of sustainability choices made by University staff and students * Excellent oral and written communication skills, particularly for behaviour change activities and reporting * Diplomacy and discretion in dealing will all levels of University academic and support staff, consultants, contractors, local authorities and members of the general public * Willingness to be flexible and adapt to changing priorities | * Familiarity with the work of Sustainability and of the University * Awareness of relevant legal requirements * Knowledge of relevant systems, equipment and procedures to enable investigations of issues/problems |
| Additional Criteria | |
| **Essential** | **Desirable** |
|  | * A full clean driving license |
| **BACKGROUND INFORMATION** | |
| The School/Division | |
| This post is based in the professional services side of the University focusing on operational issues rather than the academic endeavour. The University spends almost £12 million each year on energy, water and waste, of which labs use 40% of the energy and generate the major volume of waste especially hazardous waste. This is compared to an overall turnover for the University of £270 million. This post is key to assisting the University in achieving its environmental targets for carbon, water and waste reduction.    Sustainability is responsible for managing reductions of the University’s environmental impact, primarily by reducing energy and water use, reducing, reusing and recycling waste, managing sustainable transport and ensuring the University meets all relevant environmental legislation. Sustainability is also involved in biodiversity, procurement, construction, staff and student communications and curriculum. Currently the Sustainability is made up of ten part and full time members of staff and form one of six business streams within the Estates Office (the others being capital projects, operations, facilities, contracting, space and asset management) that provide a complete estate management service.  For further information please visit the Sustainability web site which is located:  <http://www.bris.ac.uk/environment/> | |
| The University and the City of Bristol | |
| The University of Bristol's roots date back to 1876. Since its formation it has become one of the leading institutions among the UK's Russell Group of universities and operates globally, where it is recognised for its research and academic excellence.  The University has a strong interdisciplinary approach and regularly features among the top ranking institutions in global league tables.  The University of Bristol’s mission is '*to pursue and share knowledge and understanding, both for their own sake and to help individuals and society fulfil their potential*'. This is underpinned by a vision where the University of Bristol is an international powerhouse of learning, discovery and enterprise, whose excellence is acknowledged locally, nationally and globally, and that is:   * dedicated to academic achievement across a broad range of disciplines, and to continuous innovation and improvement * research-intensive, supporting both individual scholarship and interdisciplinary or thematic research of the highest quality * a centre for intellectually demanding, research-informed education that nurtures independence of mind and helps students achieve their personal goals and serve society’s needs, both during and after their time here * an inclusive and collaborative community of scholarship that attracts and retains people with outstanding talent and potential from all walks of life and all parts of the world * a stimulating and supportive environment for all students and staff, distinguished by a commitment to high standards, respect for the individual and a strong sense of collegiality * committed to operating in a sustainable manner * engaged with society’s interests, concerns, priorities and aspirations * a major contributor culturally, environmentally and economically to Bristol and the South West * well led and responsibly run, with an emphasis on consultative decision-making and open communication as well as personal responsibility and accountability   Key to Bristol’s vision is a clear and consistent articulation of and dialogue with its many stakeholder and publics about the wide range of research carried out at the Institution and hence is often featured in many national and international media. It has a proud history of two way dialogue as part of its research activities and addresses the world’s key challenges through an interdisciplinary approach.  The University also plays a lead role in the city of Bristol’s cultural and economic well being and carries out an extensive programme of events and activities on behalf of the city, as well as being a keen supporter of partner organisations’ activities.  For more information, please see <http://www.bris.ac.uk/university/>Engaging the public is a vital part of university life and an area in which staff and students are actively involved. It is part of the University’s core business and is integral to research and teaching that is grounded in societal need and that promotes lifelong learning. It is also vital to widening participation and fair access; and for students involved in volunteering, engagement is an aspect of the distinctive ‘Bristol experience’.  The University is committed to operating in a sustainable manner, working constantly to reduce carbon emissions and improve the sustainability of the physical estate. Its ambitious capital programme plans to invest in the most cost-effective way in new buildings and facilities over the next few years to support research, teaching and learning.  With a population of over 400,000, Bristol is the largest city in the South West and the region’s leading centre for business, culture and education. It has a long tradition of trade and engineering, and is also home to many of the newer financial services and creative and media industries. The historic docks in the city centre, now a thriving focus for leisure and the arts, retain many echoes of Bristol’s maritime history. Theatre, music, the fine arts and cinema are all well represented, and the neighbouring city of Bath also offers a wide range of cultural activities. Bristol is well provided with open space and parkland and is within easy reach of attractive coast and countryside, including the Cotswolds and several National Parks. The city has an international airport and offers easy rail and motorway links.  More information about the city of Bristol is available at http://visitbristol.co.uk and www.bristol.gov.uk. | |
| The University’s commitment to Equality and Diversity and a Positive Working Environment | |
| As a leading global institution we are keen to attract the most highly talented individuals from a diverse range of backgrounds. Further information on our commitment to equality and diversity can be found at:  <http://www.bris.ac.uk/jobs/diversity.html>  The University’s Positive Working Environment (PWE) agenda is an ongoing process with the aim of making working life at the University of Bristol productive, rewarding, enjoyable and healthy for all colleagues. To find out more about PWE please visit <http://www.bristol.ac.uk/pwe/> | |
| **APPLICATION PROCESS** | |
| Please visit our web site at [www.bris.ac.uk/jobs](http://www.bris.ac.uk/jobs), enter the vacancy number SUPP101706 into the job search and follow the link to the on line application process.  **The closing date for applications is 5th August 2015 (midnight).**  Further information on the University’s application process can be found at: <http://www.bristol.ac.uk/jobs/application-process.html> | |
| **SELECTION PROCESS** | |
| It is expected that the selection process, including interviews, will be held week commencing 10th August 2015. | |

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