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**Job Description**

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| **Job title:** | Climate Action Project Lead |
| **Department/School:** | Vice-Chancellor’s Office |
| **Reports to:** | Climate Action Chair |
| **Grade:** | Grade 9 |
| **Direct Reports:** | The postholder will work closely with and be supported by:   * Climate Action Project Manager (0.5 FTE) * Climate Action Behaviour Change Specialist * Climate Action Scope 3 Data Officer |
| **Hours:** | Up to full time role - open to part time role for suitable candidate |
| **Committees:** | The postholder will attend the Climate Action Steering Group, Climate Action Advisory Group and Sustainable Transport Working Group |
| **Location:** | University of Bath Campuses and sites as required. |

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| **Job purpose** |
| Under the strategic guidance of the Climate Action Chair and Steering Group, the CA Project Lead will provide skilled leadership, change management and climate change expertise to drive forward our vision and plans to transition to a low carbon University.  This role has wide ranging responsibilities for delivering the whole institution response to the Climate Emergency as detailed in our Climate Action Framework (CAF), covering the key themes of; campus emissions reduction; scope 3 emission analysis and reduction; behaviour change and carbon literacy; local, national and international engagement. Reflecting our unique role as an anchor institution, the Project Lead should seek opportunities to integrate research, learning and teaching opportunities into our approach across these themes.  The post-holder will lead and coordinate the implementation of the CAF, supported by a small Climate Action team, and working with teams throughout the organisation to support embedding of climate consciousness, in an influencing and ‘critical friend’ capacity. The impact of the role spans across the University and enabling a participatory process with our University Community will be an essential aspect of its success.  Meeting our commitment to being net zero carbon in scope 1 and 2 by 2030 requires the development of a carbon reduction plan for the University estate and infrastructure and embedding carbon reduction into the way we procure and maintain our buildings. The CA Project Lead will bring expertise in decarbonising the built environment, understanding the underlying challenges and emerging solutions, with technical knowledge that will help to provide advice and identify and prioritise opportunities for carbon reduction.  The Project Lead will also develop relationships with external initiatives and partnerships both locally and internationally, engaging with sectoral approaches where relevant (e.g. through the EAUC, Carbon Literacy Project etc). |

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| **Main duties and responsibilities** | |
| **Climate Action Team Development** | |
| **1** | Develop the credibility and visibility of the newly established Climate Action team. |
| **2** | Engage and consult with the University community through the Climate Action Advisory Group, establishing a participatory process. |
| **3** | Make recommendations and provide status reports to the Climate Action Steering Group, UEB and Council (as appropriate). |
| **4** | Ensure that the approach taken during implementation considers broader sustainability issues and the concept of a Just Transition. |
| **CAF Implementation** | |
| **5** | Responsible for establishing and delivering/facilitating the entire programme of University-wide projects identified in the CAF, bringing consistency to the University response and appropriate prioritisation. |
| **6** | Lead the process of integrating & embedding agreed CAF Principles in University decision making, strategy, due-diligence, funding and investment decisions, and facilitating the development of University-wide positioning in key areas. |
| **7** | Provide analysis and strategic direction for any ongoing initiatives and business cases which have a significant impact on the University’s carbon footprint. |
| **8** | Proactively identify and engage with key initiatives and partnerships; locally, nationally, and inter-national. |
| **9** | Contribute to a communications plan to engage with partners, the local community and members of the University to maximise the opportunities for the University to contribute fully to the broader climate change agenda. |
| **Reducing campus emissions** | |
| **10** | Review our approach to operating and maintaining our buildings and infrastructure to embed carbon reduction, including review of condition survey from a climate perspective. |
| **11** | Working together with other stakeholders to develop a Carbon Reduction Plan to transition to a zero carbon campus in line with the commitments in the CAF Principles. This includes building and presenting business cases and seeking and securing external funding, exploring partnership opportunities where appropriate. |
| **12** | Manage the work to develop a detailed understanding of our scope 3 emissions and implement a strategic approach to reduce these. |
| **13** | Oversee delivery of a targeted carbon literacy programme for all staff, and a strategic behaviour change programme which support individuals in carbon conscious actions (e.g. lab behaviour) with the intention of facilitating cultural change across the University. |
| **Track and publicise the University’s progress towards the commitments of the CAF Principles** | |
| **14** | Develop measures to understand the impact of the University on the climate change agenda. |
| **15** | Establish and implement robust and verifiable measures to enable consistent reporting, internally and externally, on the University’s carbon reduction performance across Scopes 1, 2 and 3, building on existing processes. |
| **16** | Prepare an annual Climate Action progress report for external communication. |
| You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager.  This is a new role so the post-holder will be expected to be flexible and help develop a changing role.  You are required to follow all University policies and procedures at all times and take account of University guidance. | |

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**Person specification**

| **Criteria** | **Essential** | **Desirable** |
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| **Criteria: Qualifications and Training** |  |  |
| Educated to degree level in an appropriate subject or equivalent qualification and / or experience in a related field | X |  |
| Relevant professional qualification or equivalent combination of training, experience and / or qualification in leadership and management and / or project or programme management (PRINCE2, Introduction to PRINCE2 etc.) | X |  |
| Relevant professional qualification or equivalent combination of training, experience and / or qualification in retrofitting buildings and infrastructure for low carbon transition |  | X |
| **Criteria: Knowledge and Experience** |  |  |
| Strong understanding of the case for climate action, and an ability to communicate this knowledge and explain this to others | X |  |
| Understanding of the complex interactions between climate action and the wider environmental, social and economic crises, and experience of managing this tension in implementation. | X |  |
| Experience of successfully leading and delivering strategic change in the context of action on climate change | X |  |
| Experience of managing or leading projects to a successful conclusion | X |  |
| Experience of developing organisational strategies | X |  |
| Experience of project management and control e.g. monitoring and delivering action plans | X |  |
| Experience of working closely with senior management and successfully influencing their support | X |  |
| Good understanding of the principles of sustainable construction, sustainable procurement and low carbon heating strategies. Including, the underlying challenges and emerging solutions. |  | X |
| Technical knowledge of carbon reduction in the built environment that will help you to provide advice and identify and prioritise opportunities. |  | X |
| Knowledge of carbon accounting, and processes required for verification and transparency. | X |  |
| Experience of developing and successfully applying for significant funding packages to deliver low carbon transition projects | X |  |
| Experience of delivering behaviour change or carbon literacy programmes |  | X |
| Familiarity with the administrative and management systems of the University |  | X |
| Experience of working in the higher education sector |  | X |
| Experience of working with students/young people on climate change programmes |  | X |
| **Skills and Aptitudes** | **Essential** | **Desirable** |
| Ability to set, communicate and engage people in a clear vision and expectations for the implementation of the University Climate Action Framework | X |  |
| Highly effective leadership and management skills | X |  |
| Highly effective interpersonal, negotiation and influencing skills. Able to influence at a senior level of the organisation | X |  |
| Excellent analytical skills including the ability to bring together diverse data into a coherent framework upon which to make evidence-based decisions | X |  |
| Excellent communication, facilitation and presentational skills – including both verbal and written communication and the ability to adapt communication style to suit the audience and to work with staff at all levels . | X |  |
| **Attributes** |  |  |
| Ability to create a collegiate atmosphere and willingness to take account of diverse views, while accepting responsibility for decisions | X |  |
| An interest and passion for environmental (climate) issues with the ability to engage, influence and persuade others of the need for urgent change | X |  |
| Ability to develop and manage strong working relationships with a wide variety of stakeholders | X |  |
| Ability to establish and develop partnerships and long term relationship with key external initiatives | X |  |
| Willingness to explore new ideas; the complexities and opportunities involved in addressing our climate impact are not yet all known, and solutions will continue to evolve | X |  |
| Personal drive and desire to achieve results | X |  |

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| **Effective Behaviours Framework**  The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously. |
| **Managing self and personal skills:**  Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others. |
| **Delivering excellent service:**  Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards. |
| **Finding innovative solutions:**  Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation. |
| **Embracing change:**  Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas. |
| **Using resources:**  Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University. |
| **Engaging with the big picture:**  Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others. |
| **Developing self and others:**  Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University. |
| **Working with people:**  Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills. |
| **Achieving results:**  Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria. |