



Environmental & Sustainability Advisor
Reporting to Director of Estates
Base: The Roundhouse and across sites

Hours: 37 hours per week (as and when required)
Contract Type: Support
Holidays: 20 days per annum
Salary: £27,000 per annum

Job Purpose

To advise and lead on environmental and sustainability management procedures and processes ensuring compliance for DCG as an educational provider

Key Responsibilities

- Provide technical assistance for Environmental management systems and projects
- Conduct environmental and sustainability-related risk assessments.
- Write project proposals, grant applications, or other documents to pursue funding for environmental / carbon and sustainability initiatives.
- Develop and produce Environmental and Sustainability documents, presentations, or proposals for Internal / External delivery.
- Support the Director of Estates in carrying out their role, within this given field of responsibility.
- Undertake in house audits to ensure compliance
- Ensure DCG compliance with national initiatives and government agendas through action-planning from internal and external audits
- Develop and implement existing sustainability evaluation or environmental monitoring systems.
- Contribute to the development of, marketing or media campaigns for sustainability projects and/or events that DCG is involved with
- Develop methodologies to assess the viability or success of sustainability initiatives
- Monitor and evaluate effectiveness of sustainability programs.
- Monitor the consumption and usage of service amenities within the college
- Develop strategies, policies and plans to address such issues as energy use, resource conservation, recycling, pollution reduction, waste elimination, travel and transportation.
- Participate in bid evaluation activities and processes including the preparation of documentation to put out to tender for contractors
- Produce and maintain action plans in line with development of DCG's Estates strategy, Environmental Policy and Carbon Reduction Programme.
- Maintain a flexible approach to working to accommodate organisational needs
- Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

Corporate Responsibilities

- Contribute to the College's strategic direction and operational effectiveness
- Ensure the responsibilities of the post are carried out in a way that reflects the values and standards expected of the College.
- Comply with administrative procedures for the effective collection, interpretation and actioning of College management information.
- Deliver on key performance indicators and continuous improvement across the College



- Model the highest professional standards in all aspects of this role including providing a professional customer service to internal and external customers.
- Ensure that quality standards are set, monitored and reviewed within the section
- Liaise effectively with industrial, commercial and educational partners.
- Fully participate in Team Meetings, professional development, events, discussions and any other activities commensurate with the duties and responsibilities of this post.
- Proactively identify and participate in personal/team training and development needs
- Demonstrate flexibility in responding to changing demands in personal, sectional or the College's workload.
- Take reasonable care of your own health, safety and welfare and that of any other person who may be affected by your actions or omissions whilst at work.
- Undertake risk assessments for any new activity and ensure risk assessment checks are carried out for any ongoing activity.
- Proactively promote and comply with all relevant College practice, guidelines, policies and procedures and legislation, including but not limited to:
 - Safeguarding
 - Equality and Diversity
 - Equal Opportunities
 - Health and Safety
 - Data Protection
 - Computer Network Acceptable Use
- Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

Continuous Professional Development

- Take responsibility for one's own professional development and continually update as necessary. Additionally, the set amount of CPD required by the College per annum must be accrued and Team Time attended.

In carrying out your duties, ensuring that:

- You are comfortable and confident in engaging with our broad learning community and to act as a good role model for our children, students and apprentices - in doing so we act as one team, actively supporting colleagues and engaging with our community.
- You are committed to working in a cohesive, supportive and forward-thinking team of colleagues which shares the College's vision and mission and strategic ambitions

Competencies

- Effective and confident communicator
- Innovate and lead on projects
- Identify and implement environmental and sustainability opportunities
- Build collaborative working relationships
- Analyse and problem solve with teams
- Multi-task and manage conflicting demands and priorities to tight timescales
- Change management
- Proven experience in environmental and sustainability
- Preparation of high-quality written documentation and reports
- Advice and guidance



- Sound judgement and decision-making skills
- Excellent IT and reporting skills
- IT systems and programs including word processing and spreadsheets

Knowledge

- Latest developments in business / organisational estates / environmental management
- Knowledge of current environmental and sustainability agendas
- Current and pending UK environmental legislation
- Environmental and sustainability planning and risk assessment
- Environmental and sustainability inspection audits
- Bid evaluation and sub-contractor management
- Ecological matters and survey methods
- Site waste management

Qualifications

- Relevant Level 5 / Degree or professional qualification in Ecology, Environmental Science or Management or Biological / Physical Sciences
- Professional membership
- Level 2 Maths
- Level 2 English