

Head of Sustainability

Role Profile

The Union's vision is that: **Every student loves their time at Southampton.** We exist to:

- Help Students find friendship groups
- Help students complete their degree programmes
- Give students a voice in the University and wider community

Your role is contributing towards achievement of this vision is described below:

Main Purpose of Role:

- 1) Work with the University on implementation of the University of Southampton Sustainability Strategy
- 2) Work with the SUSU Senior Leadership and Senior Management teams to develop and implement an organisational approach to sustainability
- 3) Work with the Union President and Sustainability Officer to ensure all student-led sustainability initiatives are appropriately supported

Responsible to: Chief Executive

Responsible for: N/A

Grade: 5

Main Duties of the Role

Work with the University on implementation of the University of Southampton Sustainability Strategy

- Represent SUSU at all University meetings and working groups relevant to implementation of the strategy
- Develop close partnership working with the University's Sustainability team
- Manage all relationships with key University staff
- Lead on SUSU's contribution to delivery of the University strategy, including developing approaches to ensure effective student engagement
- Produce and share regular monitoring and progress reports on established key metrics and practices, advising on areas for continued improvement

Work with the SUSU Senior Leadership and Senior Management teams to develop and implement an organisational approach to sustainability

- Lead on development and delivery of SUSU's strategic approach to improving sustainability across all our work
- Deliver an initial audit of SUSU's sustainability practices, particularly in relation to Social Enterprise
- Supported by the Deputy Chief Executive, identify areas for improvement and develop a 3-year strategic plan for implementation, ensuring the full engagement of all SUSU stakeholders

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- Report implementation progress and the impact of implemented initiatives to the Senior Leadership Team to ensure progress against the plan remains on track and in line with achieving desired targets
- Lead on communication relating to sustainability to all internal SUSU audiences
- Work with the Head of Social Enterprise to support the delivery of SUSU's Social Enterprise Strategy and ensure sustainability is at the heart of all commercial decision-making and delivery
- Advise the Senior Leadership and Senior Management Teams on sustainability initiatives and best practice and implementation across all areas of SUSU
- In collaboration with the People Team, co-lead on the delivery of relevant sustainability training to staff to ensure commitment, engagement and practical integration/delivery of sustainability initiatives

Work with the Union President and Sustainability Officer to ensure all student-led sustainability initiatives are appropriately supported

- Develop relationships with relevant student societies to enhance and support their sustainability initiatives
- Work with Union President, elected Sustainability Officer, student societies and the University to develop ambitious, long-term sustainability initiatives
- Work with the Marketing team and other relevant SUSU staff to ensure student-led sustainability initiatives are adequately promoted and delivered to students
- Create and administer a Green Fund, open to clubs and societies, to enhance their sustainability initiatives

Contribute to the overall effectiveness of the Union by

- Preparing and managing the relevant budget(s), using resources effectively and efficiently, acting upon variances and taking account of financial procedures
- Developing and maintaining relationships with key internal and external stakeholders
- Participating in and driving personal learning and development
- Attending all meetings and training events, as required
- Ensuring that statutory and legal obligations are met
- Supporting the implementation of the Union plan, promoting our aims and values through the goals of the departments Operational Plan
- Promoting the Union's various policies within your work, in particular Health & Safety, Equality & Diversity and Ethical & Environmental
- Contributing to the positive image of The University of Southampton Students' Union with students, University and the local community working with the team to ensure a full service is provided at all times, providing cover as necessary
- Ensuring personal knowledge and skills are updated to ensure effectiveness in meeting work objectives
- Completing such other duties as may be reasonably prescribed by the Union, appropriate to the grade and responsibilities of the post

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Role Specification

We have described below the range of experience, qualifications, knowledge, skills and attributes we are looking for. We will use this to manage our selection process and also to identify any training and development needs once in post.

KEY/QUALIFICATIONS/EXPERIENCE REQUIRED	ESSENTIAL	DESIRABLE
Degree level qualification or equivalent		X
Qualification or training in environmental sustainability		X
Experience of working with sustainability in a professional environment	X	
Good understanding of Higher Education and issues affecting students	X	
Previous experience of working in the not-for-profit or charity sector		X
An understanding of financial management and experience of managing budgets		X
High standard of organisational skills, able to operate in a complex environment with competing priorities and a challenging workload	X	
Excellent attention to detail and a firm commitment to standards of excellence	X	
High standard of written and verbal communication skills, and able to communicate effectively with people at all levels of an organisation	X	
A high level of ability in the Microsoft Office suite, particularly Outlook, Word, PowerPoint, Excel and Teams	X	
Ability to use initiative to work without supervision, escalating when necessary	X	
Commitment to continuing professional development	X	
Commitment to and passion for the values and purpose of a Students' Union	X	
Able to occasionally work flexible hours, including evenings and weekends and to visit other campuses/sites as necessary	X	

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Our Values

As an organisation, our values underpin our work and guide what we live by in order to achieve our mission:



Stand Strong

We stand up for students and make sure their voice is heard.

We stand strong when facing challenges and are not afraid to be different. We think big and work to achieve great things.



Join Together

We are an inclusive and diverse community of students and staff

We join together with each other, the University, and the local community to make a positive difference.



Take Responsibility

We take action on the issues that matter to students and act with integrity.

We continually work to be more sustainable, challenge discrimination and prejudice. We strive to be a force for good for students and wider society.