



# ASSOCIATE DIRECTOR

SUSTAINABLE  
OPERATIONS



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## THE ROLE

<b>Job title:</b>	Associate Director (Sustainable Operations)
<b>Accountable to:</b>	Director of Estates
<b>Contract length:</b>	One Year Contract
<b>Hours per week:</b>	37 <b>Weeks per year:</b> 52
<b>Salary:</b>	Competitive
<b>Grade:</b>	Individual <b>Service:</b> Estates
<b>Location:</b>	Kings Cross/High Holborn

### What is the purpose of the role?

University of the Arts London (UAL) recognises that the Climate Emergency is one of the most urgent problems facing society. UAL also recognises the interconnectedness and complexity associated with decarbonisation, which is why the University is committed to using its unique position as a leader in human-centred research and knowledge exchange to influence the creation of a more sustainable future for everyone.

The interim Associate Director (Sustainable Operations) will direct all aspects of the University's strategic direction for sustainable business operations. The post holder will update and lead the estates response to the University Climate Action Plan, the strategy should decarbonise university operations in-line with commitments made with regard to the Climate Emergency.

UAL will place all academic operations on a sustainable basis through implementation of our Environmental Management System (ISO14001), managed and implemented by the post holder.

UAL is making sustainability a required part of the student learning experience, through the introduction of relevant learning outcomes across modules, starting in this academic year. This commitment will be accompanied by the roll-out of a carbon literacy training programme for all academic and technical staff.

The postholder's main objective is to shape the long-term vision and values that embed outstanding environmental stewardship practices at UAL

To work closely with the University's Executive, the CEO, the Director of Estates, and the Chief Social Purpose Officer. The postholder will act as the lead

advocate challenger of Strategic planning decisions from the perspective of minimising environmental impacts. The role will require the postholder to harness their extensive external network to understand how the Climate Emergency is influencing the organisational purpose of public and private organisations and position UAL as a 'business of the future'.

### Duties and Responsibilities

- Act as a leader in fostering a greater culture of sustainability within UAL leading internal initiatives and programmes.
- Decarbonise net emissions from utility consumption by 2030 whilst ensuring utility consumption costs are competitively procured and managed. Utilities are managed according to the ISO150001 standard. Maintain and update the Carbon Management Plan
- Ensure that all facets of UAL's environmental management system (ISO14001) comply with all necessary statutory, legislative and safety obligations. This will involve leading all senior stakeholders to enhance the processes their practices to deliver outstanding environmental stewardship which can be verified to external auditors.
- Be the strategic lead seeking opportunities to develop, productise and make proprietary our approach to sustainability and the methodologies we use in all business operations.
- Encourage wider participation towards outstanding environmental stewardship across the diverse audiences at UAL and within the broader community.
- Develop measures, strategies and implementation plans for all key activities that will ensure UAL's aim of carbon neutrality by 2030.
- Build collaborative networks within UAL to motivate stakeholders in the need for effective sustainability and establish professional networks

outside of UAL.

- Lead on procurement of utilities including a robust risk management approach to hedging towards procurement. To be responsible for ensuring correct and accurate billing and payment.
- Reduce CO2 emissions from utility consumption to net zero by 2030.
- Maintain a 'top 5' position in the UK University Green League from an Estates perspective working closely with Social Purpose lab on non-estates aspects ensuring a joined-up approach.
- Deliver effective work force training and development through Sustainability Working Groups so that UAL can demonstrate sector-leading expertise and understanding of the Climate Emergency.
- Use UAL's digital environments to maintain delivery of 'carbon literacy training' for all UAL academic and technical staff to demonstrate UAL leadership to satisfy the strategic priority by placing decarbonisation at the heart of our academic offer.
- implement ISO20221 or other measures in order to achieve a 80% recycling target for waste generated through enhancing policies and procedures.
- Work closely with all Service Directors and Directors of College Administration to maintain the ISO14001 Environmental Management System (EMS).
- Assist the Director of Estates in optimising space utilisation and energy usage through managing ad-hoc surveys and working towards a digital monitoring and management system.

### Other Conditions

(for senior staff where appropriate)

As a senior member of the University the following applies:

- You are expected to work such hours as are reasonably necessary to fulfil the duties and responsibilities of the role.
- You may be required to work such additional/different hours as may from time to time be necessary for the proper and efficient discharge of duties which may include evenings, Saturday, Sundays, and bank holidays.
- You may be required to regularly travel to other sites as necessary.

### General

- Assume other reasonable duties consistent with

your role, as determined xxx, which may be assigned to you anywhere within the University.

- Undertake health and safety duties and responsibilities appropriate to the role.
- Work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and the staff development opportunities.
- Manage process of BREEAM rating on Capital Projects including post occupancy evaluations.
- Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.
- To personally contribute towards reducing the University's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016-2022).

### Key Working Relationships

- UAL Executive
- UAL Operating Board
- Professional Services Office (SMT)
- Student Union Arts
- UAL Social Purposes Advisory Group
- Chief Operating Officer, Chief Social Purposes Officer and the Director of Estates

### Specific Management Responsibilities

*Budgets:* Utility Budget £9m-£10m per annum.

*Staff:* Line manage the Energy Projects Support Officer, the Postgraduate Community Coordinator, Sustainability Interns (4-5 year) as required.

### Other:

- The International Organisation Management Standards 50001, 14001 and 20212. Statutory/legislative obligations including the Minimum Energy Efficiency Standard, the Carbon Reduction Commitment Scheme, the UK Climate Change Act (2010), the Energy Saving Opportunity Scheme and Display Energy Certificates.
- Maintain a 'top 10' position in the UK University Green League.

# PERSON SPECIFICATION

## Specialist Knowledge/Qualifications

- Degree in environmental-related discipline
- Master's degree in sustainability related discipline – desirable
- Chartered Energy Manager – desirable
- Chartered Environmentalist - desirable

## Relevant Experience

- 10+ years' experience of leading work-streams related to environmental stewardship including energy management, environmental management systems, legal and statutory compliance

## Communication Skills

- Communicates in a compelling and influential way adapting the style and message to a diverse internal or external audience in an inclusive and accessible way

## Leadership and Management

- Motivates and lead effectively, setting the direction of one or more function and promoting collaboration across formal boundaries

## Professional Practice

- Contributes to advancing professional practice/ research or scholarly activity in own area of specialism

## Planning and Managing Resources

- Effectively plans, priorities and manages the delivery of complex projects or activities to achieve long term strategic objectives

## Teamwork

- Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration

## Creativity, Innovation and Problem Solving

- Initiates innovative solutions to problems which have a strategic impact





Ana Blumenkron

## 06 WORKING AT UAL

Our staff have access to a range of benefits, which recognise and reward their contributions – including:

### Generous annual leave

Employees at UAL enjoy a generous annual leave allowance on top of bank holidays. The FTE leave entitlement for this role will be 34 days per annum.

### Flexible working

UAL are committed to supporting our employees in achieving a healthy work life balance by offering flexible working arrangements that enables them to balance the needs of their work life with other priorities.

### Local Government Pension Scheme (LGPS)

In this role you will have the opportunity to join the LGPS and UAL will make substantial contributions

to your pension. Your contribution will be dependent on your pensionable pay.

### Free places on UAL Short Courses

We offer UAL staff the opportunity to attend certain short courses free of charge if undersubscribed, subject to availability. Find out more about our range of [short-courses](#).

### Family-friendly policies

We offer generous maternity, paternity and adoption leave packages, which are more favourable than statutory requirements after a qualifying period.

### Interest-free season ticket loan

Interest-free loans are available to help staff buy an annual season ticket for their journey to and from work. This includes rail, London Underground, bus or other season tickets.

### Well-being

- Employees can benefit from corporate rates at a number of gyms and fitness centres across London.
- If you use a computer at work you are eligible for a free eye test plus a discount on glasses via Specsavers.
- Discounts on private healthcare insurance with Bupa Eduhealth Scheme or Universities and Colleges Personal Healthcare Scheme.
- A Cycle to Work scheme can enable you to purchase a bike via salary sacrifice – saving on tax and paying for it in monthly instalments deducted from your pay.
- A supportive sick pay scheme for those times when you're ill and access to a specialist occupational health service.
- Confidential Care is a counselling and advisory service available online or over the phone to

all employees at UAL. It is available 24 hours a day, 7 days a week, covering any issues that may be affecting you.

### Staff development

We aim to do everything we can to support your personal and professional development and offer a range of courses and opportunities to nurture this, e.g. coaching and mentoring, part-funded further study.

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## APPLICATION PROCESS

For a confidential discussion to learn more about the role and opportunity please contact UAL's appointed recruitment partners Michael Hewlett and Craig Douglas of The Management Recruitment Group.

**Michael Hewlett | Director**

michael.hewlett@mrgpeople.co.uk  
m: 07972 579 938 | t: 020 3962 9900

**Craig Douglas | Senior Manager**

craig.douglas@mrgpeople.co.uk  
m: 07355 093 394 | t: 020 3962 9900

Applications should consist of a CV and covering letter and should be sent to [craig.douglas@mrgpeople.co.uk](mailto:craig.douglas@mrgpeople.co.uk).

Closing date for applications 16th April 2023.  
Interviews w/c 8th May 2023.

We are committed to our social purpose and our [UAL Strategy \(2022 – 2032\)](#) sets out our commitment to promote equality, diversity and inclusion for all staff. You can learn more at [Staff diversity | UAL](#).