

JOB TITLE:	Sustainability and Estates Services Officer
ACCOUNTABLE TO:	Estates Manager
JOB PURPOSE:	To support the Estates Manager in the delivery of effective estates services, sustainability initiatives and operational projects across the College

KEY RESPONSIBILITIES

- Sustainability Strategy & Coordination: Support the CFO & Associate Principal (Finance, Estates and Risk) in the development, implementation and monitoring of the College Sustainability Strategy including research, benchmarking, action planning and reporting against strategic objectives. Coordinate sustainability initiatives, monitor progress against agreed objectives and support the development of new sustainability projects and opportunities.
- Sustainability Promotion & Engagement: Act as a visible ambassador for sustainability across the College, promoting environmental awareness and encouraging participation from students and staff. Support sustainability campaigns, events, communications and engagement activities and develop positive working relationships with internal and external stakeholders.
- Cross-College Sustainability Group: Coordinate and support the work of the College Sustainability Group, including arranging meetings, preparing agendas, recording actions and monitoring progress.
- Curriculum Sustainability Support: Support the Head of Curriculum & Skills Planning in embedding sustainability across the curriculum and wider College activities.
- Estates Services Support: Assist the Estates Manager with the planning, coordination and delivery of estates service initiatives, projects, improvements and operational activities. Support the monitoring of estates activities, projects, operational services and utilities, maintaining appropriate records, action plans and management information.
- Administration & Records: Maintain accurate records, databases, action plans and management information relating to sustainability initiatives, estates projects and operational activities.

- Project, Data & Reporting Support: Provide project administration and coordination support for estates, sustainability and operational initiatives. Collect, analyse and present information, monitor progress against agreed actions and produce operational performance reports, including estates KPIs, together with other reports and updates as required.
- Facilities Hire & Lettings Administration: Support the coordination and administration of College facilities hire and lettings activities.
- Continuous Improvement: Contribute to the continuous improvement of estates services, sustainability initiatives and administrative processes.
- General Administrative Support: Provide administrative support across the Estates function as required and undertake other duties commensurate with the role.

GENERAL RESPONSIBILITIES

- To ensure the adherence to the College's policies and procedures, including but not limited to the safeguarding of, and promotion of, the welfare of students
- To ensure the application of the College's Single Equality Scheme including valuing diversity and promoting equality
- To implement the College's Health & Safety policy and procedures within the post holders own area of responsibility
- To support, promote and operate in line with the College mission and values
- Commitment to the continuous improvement of services offered by the College
- Any other reasonable duties commensurate with the role as required

NOTES

- The above job description outlines the key responsibilities. It is not exhaustive and the tasks associated with the key responsibilities can be expected to change over time
- The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the postholder's contract of employment)
- The nature of the work involved in this role will on occasions require some flexibility over hours of work to facilitate meetings and other interactions with parents/carers.

PERSON SPECIFICATION

Attribute	Criteria	Method of Assessment
Education & Qualifications		
A minimum of 2 A levels or equivalent	Essential	App Form/Certs
English and Maths at GCSE grade C or above	Essential	App Form/Certs
Willingness to engage with CPD	Essential	Int
Experience, Knowledge & Abilities		
Experience of planning, coordinating or supporting projects and initiatives	Essential	App Form/Int
Experience of maintaining and developing data record systems	Essential	App Form/Int
Experience of liaising with a variety of people and organisations	Essential	App Form/Int
Ability to work with accuracy and attention to detail	Essential	App Form/Test
Ability to plan and prioritise work effectively and meet deadlines	Essential	App Form/Int
Ability to gather, analyse and present information clearly	Essential	App Form/Int
Strong working knowledge of Microsoft Office applications including Excel, Outlook, Word and Teams.	Essential	App Form/Test
Experience of writing reports and preparing management information	Desirable	App Form/Test
Experience of sustainability, environmental or climate-related initiatives	Desirable	App Form/Int
Experience of working in a college or school context	Desirable	App Form
Experience of working with facilities, estates or operational services	Desirable	App Form
Interpersonal Skills & Qualities		
Ability to respond and communicate with others showing sensitivity, clarity and focus	Essential	App Form/Int
Good written and oral communication skills	Essential	App Form/Int
Flexibility, resilience and calmness under pressure	Essential	Int
Open and approachable manner	Desirable	Int