

Job Description



Job title: Sustainability Manager
Reports to: Deputy Estates Manager
Location: LAT Head Office (Rochester, Kent)

Job purpose

- Reduce high carbon energy sources to ones that meets our future requirements, reducing carbon emissions by 78% by 2035 compared to 1990 levels and net zero by 2050.
- Reduce LAT consumption on electricity, gas and water.
- Develop and instill a sustainability-minded culture across the organisation at all levels, ensuring that sustainability is ingrained into our operations and ways of thinking, including the use of materials, emissions to air, land and water and fiscal management.
- Ensure the efficient and intelligent operation of buildings, generation plants, energy / carbon costs and consumption, the provision of strategic direction related to environmental and sustainability and the development of 'smart academies' together with associated regulatory compliance.

General responsibilities

Strategy and Policy

- Drive the decarbonisation agenda across the Trust, including enhancing the standards of new buildings, refurbishments and condition improvements.
- Ensure the implementation of the Trust's Sustainability Policy, Strategy and Action Plan within Estates and support the broader implementation across the Trust.
- Ensure a robust approach is taken to sustainability and the carbon footprint of projects so that they contribute to the 2035 decarbonisation targets.
- Ensure the embedding of sustainability considerations into the day-to-day operations, proactively identifying, own and others' ideas and exploiting opportunities to do so.
- Keep abreast of current thinking and developments in sustainability and education to ensure the relevancy of the approach taken.
- Educate, advise, train and increase the capabilities and awareness of others.

Fiscal & Compliance: Legal, Regulatory and Voluntary

- Working with the Trust energy broker to ensure the effective procurement, budget management and reporting for all aspects of energy, water and carbon cost and consumption including advising those budget centres who have devolved budgets.
- Work closely with suppliers and energy brokers to ensure energy and water costs are minimised and price risk is reduced.
- Ensure energy, water and carbon costs are correctly charged to academies.
- Advise the Trust on the implications of existing and new energy / carbon legalisation and fiscal measures, auditing and reviewing compliance with energy / carbon legalisation and fiscal measures making recommendations for process improvements and the adoption of best practice and management systems as necessary.
- Ensure the necessary returns are made to regulatory bodies.

- Coordinate and / or undertake investigations into non-compliance with environmental legislation and the response to regulatory bodies.
- Provide advice on the adoption of voluntary accreditation /management schemes, related to carbon and sustainability.

Monitoring and Reporting

- Develop and implement a cohesive approach to data management related to utility use and carbon emissions and waste. This includes metrics which quantify performance at various levels of granularity including Trust wide and by individual academies.
- Report internally and externally on these metrics. This includes the formulation of reports to the Director of Estates and LAT Trust Operations Group, to Academies to support learning and external stakeholders.
- Support working groups and establish new ones when / if needed.
- Collate, analyse and interpret a wide range of data to inform priorities, performance and comparison with others.
- Report findings highlighting conflicts, gaps and contradictions and use results to drive performance improvement.

Liaison, Engagement and Developing / Supporting Sustainability

- Coordinate and lead trust wide engagement activities related to decarbonisation, obtaining support from senior leaders, organising events as necessary.
- Have the credibility to develop a Trust-wide decarbonisation engagement strategy and review approaches.
- Make the case for additional resources to support decarbonisation and sustainability including funding bids, internal and external, for others and one's own projects.
- Develop and maintain a wide network of contacts within and external to the Trust to facilitate the progression of objectives and projects.
- Represent the Trust at meetings, events and share our approach.
- Undertake projects to support the implementation of the policy / strategy.

Management

- Manage contractors and consultants related to the procurement of energy, decarbonisation and sustainability.
- Manage budgets for:
 - Trust spend on energy, water and carbon; advise and support academies who are responsible for their own budgets.
 - The upkeep of the infrastructure to support management of energy and carbon including software and metering.
 - Sustainability activities across LAT.
- Work with Estates-academy based staff and academic staff to maximise opportunities for fiscal and carbon savings through efficient use of resources, reuse and waste minimisation.
- Working with partners develop plans for improving the energy performance of buildings, including audits of building energy / carbon use.
- Be willing and able to obtain relevant accreditation, for example to carry out formal audits and assessments as necessary
- To carry out other duties as are required by the Director of Estate or Deputy Director of Estates.
- To adhere to the LAT and Estates Department Policies and Procedures.
- To promote equality and diversity acting as a role model and fostering an inclusive working culture.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the business at the reasonable discretion of the Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Person Specification

CRITERIA	<i>Essential</i>	<i>Desirable</i>
Qualifications	- A undergraduate degree or equivalent in a relevant STEM subject.	- Postgraduate qualification and / or membership of an appropriate professional body.
Training	- Highly IT literate, a high level of competency with Excel, Word, and PowerPoint and/or Google Workplace.	
Experience	- Broad and wide-ranging knowledge of energy / carbon management, including energy metering and monitoring and targeting systems, energy auditing, building services, procurement of utilities and sustainability.	- Experience in an education environment.
Knowledge and Skills	<ul style="list-style-type: none"> - In-depth understanding of legislation and best practice relating to sustainability and carbon management. - In-depth knowledge of H&S. - Proven ability to establish partnerships and collaborative working. - Ability to lead change. - Proven ability to manage consultants, contractors and staff. - Proven ability at developing new policies, procedures, management systems and ensuring they are effectively introduced when approved. - Revise policies and procedures, including the production and content for new policies and procedures. - Production of papers for internal committees (in consultation with Chair). - Liaising with energy brokers and utilities suppliers to resolve issues. - Excellent project management skills and an in-depth understanding of the project management process. - Highly numerate with the ability to handle and analyse large data sets effectively and accurately to produce meaningful information. 	- Working knowledge of BEMS and MEP systems.
Personal Qualities	<ul style="list-style-type: none"> - Drive, determination and tenacity. - A passion for enhancing sustainability and energy / carbon management. - Ability to engage and influence effectively with staff and students. - Decision making and problem solving, using initiative. - Excellent interpersonal skills, with the ability to obtain consensus of the direction of travel together with strong networking, negotiating and influencing skills. - Excellent written, oral and presentation skills using a wide variety of media. 	- Social media usage and management, with evidence of driving engagement.