



## Sustainability Officer

**(1-year fixed-term, 8 hours per week)  
Internal applicants only**

A core element of Somerville College's strategic plan is a commitment to improving sustainability, reducing our carbon footprint and creating a long-term strategy for ensuring that we can operate in an environmentally sustainable and efficient way.

To support this we have secured funding to create a fantastic opportunity for an individual with a passion for environmental sustainability and demonstrable knowledge and understanding of the relevant issues to join us on a one-year, fixed-term basis as a Sustainability Officer.

You will use your knowledge and skills to assess our current carbon footprint and create a three-year plan for sustainability at the College. As well as participating in and supporting the work of the Sustainability Working Group, you will liaise with student bodies and the wider College community to engage others in sustainability activities and take a pro-active approach to researching and reporting on initiatives to improve and develop consistent, sustainable operations in the College.

A sound knowledge of environmental sustainability, ideally gained through current or very recent study in a related field or equivalent work experience is a must. A professional, efficient and flexible attitude towards your duties is also essential. As a new post the duties are likely to evolve over time so a pro-active and hands-on approach is needed to get the most out your time with us.

You must have the right to work in the UK.

To find out more about Somerville College please visit [www.some.ox.ac.uk](http://www.some.ox.ac.uk)

### The role

Reporting to our Fellow and Tutor in Zoology, Professor Michelle Jackson you will:

- Establish the College's current carbon footprint via the Conference of Colleges audit methodology.
- Use the findings to develop a three-year plan for sustainability, to be approved by the SWG.
- Draft sustainability policies, as needed, in support of the plan.
- Monitor the implementation of the plan and associated short term impacts.
- Provide projections for likely future and longer-term impacts of the plan.
- Attend meetings of the Sustainability Working Group and assist with the preparation of papers, minutes and circulations.
- Take a pro-active approach to following up on actions from the SWG meetings.
- Provide relevant, researched suggestions and input for future initiatives and improvements.
- Assist with engaging the wider College community in sustainability issues and to promote the work of the SWG.
- Work with the JCR and MCR communities in particular to support student-led initiatives and help represent student interests in relation to sustainability at Somerville.
- Assist the Communications team with the preparation of information, news and events items for the website and College publications.

## Selection criteria

### *Essential*

- A demonstrable commitment to environmental sustainability which may have been developed through study or work in a related field.
- Knowledge and understanding of current sustainability issues in the UK, ideally with an awareness of how these apply in the context of environments such as Somerville College.
- Excellent standard of written and verbal English, must be able to write clear, concise reports and committee papers and communicate with a wide-range of people at all levels.
- Good analytical skills, with appropriate mathematical ability, in order to calculate carbon footprints, provide initial impact analysis and manipulate, understand and present data.
- Sound IT skills with the ability to use standard Office packages.
- Good research skills to find and collate relevant material
- A professional, efficient approach to work with good organisational skills and the ability to meet deadlines and carry out projects and tasks with minimal supervision.
- The ability to work flexibly in order to attend meetings and meet deadlines which may not occur at the same time each week.

### *Desirable*

- An undergraduate degree (or equivalent) in a subject closely related to environmental sustainability.

## Salary and benefits

The information below is for guidance only and does not constitute the contract of employment

<b>Contract</b>	One-year fixed-term, subject to funding and continuing need. Available from 1 October 2021 to 30 September 2022 (Alternative start/end dates can be negotiated with the successful candidate). Confirmation of appointment will be dependent on satisfactory pre-employment checks (see below) and successful completion of a two-month probationary period.
<b>Hours</b>	8 hours per week to include attendance at all SWG meetings (termly). The actual days and hours of work will be agreed with the successful candidate on appointment.
<b>Salary</b>	For 8 hours per week the annual salary will be £6,394 which equates to an hourly rate of £15.37 and a full-time (35 hour per week) equivalent salary of £27,973.
<b>Holiday</b>	8.5 days per year which is pro-rata of the full-time entitlement of 36 days per year (inclusive of bank holidays).
<b>Pension</b>	A contributory Group Personal Pension scheme, from the commencement date of the appointment (subject to age requirements).
<b>Life Assurance</b>	Free life assurance for the duration of employment (subject to age requirements).
<b>Meals</b>	A free lunch (when working across the lunch period and the kitchens are open).
<b>Employee Assistance</b>	Confidential 24/7 telephone advisory and counselling service for employees and family members who live in the same household.
<b>Childcare</b>	Somerville runs a small, on-site Nursery. Please see <a href="https://www.some.ox.ac.uk/living-here/st-pauls-nursery/">https://www.some.ox.ac.uk/living-here/st-pauls-nursery/</a> for further details
<b>Training</b>	We support and encourage any relevant training to enhance development at work. Financial support for such training may be provided where appropriate.

## How to apply

Please note that this vacancy is for internal candidates (including Somerville students) only

**The closing date is 10am on Wednesday, 14 July 2021**

Please email [recruitment@some.ox.ac.uk](mailto:recruitment@some.ox.ac.uk) quoting reference **900434** with

- A CV
- A supporting statement
- An Equal Opportunities monitoring form (voluntary)

Your CV should include details of two appropriate individuals who are able to comment on your suitability for the role. These should be academic or employment-based, not personal/character references. Your supporting statement should outline why you are interested in the role and how you meet the selection criteria.

**Interviews will be held as soon as possible after the closing date.**

**All communication will be via e-mail**

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## Equal Opportunities

Our policy is that all staff are afforded equal opportunities within employment. Entry into employment and progression will be determined only by personal merit and the application of criteria related to the particular post. In all cases the ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of a protected characteristic. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

## Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the GDPR Regulations and the College's privacy policy – see <https://www.some.ox.ac.uk/somerville-college-gdpr-framework/> for details

## Security Checks

For some posts we will be required to complete an enhanced Disclosure and Barring Service (DBS) check. The appointee will be advised whether this applies to their role when they are offered the post.

## Pre-employment screening

If selected, employment with the College will be conditional upon the below:

### 1. Eligibility to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We therefore require evidence of the right to work in the UK **before** employment can start. Do not include these documents with your application - we will ask for them at the relevant stage.

Please note that this post does not meet the thresholds for Global Talent or Skilled Worker visa sponsorship and candidates must therefore already hold the right to work in the UK.

## 2. References

It is helpful if you can tell us how each referee knows you. Your referees should not be related to you. They will be asked to comment on your suitability for the post, to provide details of the dates of your employment (where applicable), and of any disciplinary processes which are still 'live'. **We will assume that we may approach your referees at any stage unless you clearly state otherwise.**

## 3. Medical fitness

The appointment is conditional on satisfactory clearance from the University of Oxford Occupational Health Service through a pre-employment health questionnaire. The purpose of this clearance is to:

- assess and confirm your medical capability to do the job applied for;
- determine whether any reasonable adjustments may be required as per the Equality Act 2010;
- ensure that no requirements of the job would adversely affect any pre-existing health condition.

*June 2021*