



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Sustainable Operations Officer

Department/Division: Estates

Accountable to: Sustainable Operations Manager

Job Summary

The Sustainable Operations Officer plays a key supporting role in delivering LSE's environmental sustainability objectives across waste, travel, and operational systems. The postholder will coordinate the implementation of the School's Waste Strategy and Travel Plan, manage data and reporting for elements of our Scope 3 emissions, support compliance with environmental standards, and contribute to engagement and behaviour change initiatives. This role is integral to the delivery of the 'Our School' pillar of the Sustainability Strategic Plan and supports the Sustainable Operations Manager in achieving operational sustainability targets.

Duties and Responsibilities

Waste & Resources Management

- Coordinate day-to-day waste service delivery across campus and halls.
- Liaise with contractors for collections, compliance, and service issues.
- Maintain accurate waste data records and compliance documentation (e.g. WTNs).
- Process and query waste contractor invoices and provide monthly expenditure summaries.
- Support circular economy initiatives and identify opportunities for waste reduction.
- Deliver training and guidance to staff, students, and contractors on waste systems.

Sustainable Travel & Transport

- Support the implementation and monitoring of the School-wide Travel Plan.
- Collect and report Scope 3 emissions data for business travel and commuting.
- Liaise with departments and external providers to ensure consistent travel data.
- Assist in sustainability aspects of travel procurement and internal carbon levy processes.
- Contribute to BREEAM, SKA, and WELL certification data related to travel.

Biodiversity & Greening the Campus

- Support the maintenance of the LSE Bees through coordination with external contractors and LSE Beekeeping Society
- Support student-led greening the campus projects
- Support the LSE Gardening Club
- Network and collaborate with London-based biodiversity projects that enhance our impact



Data Management & Reporting

- Maintain central databases for waste and travel data.
- Generate reports to support environmental performance tracking (e.g. EMR, ISO 14001, SECR).
- Provide data to the Carbon Reduction Manager and support reporting processes.

Compliance & Audit Support

- Assist with internal audits under ISO 14001 and ISO 50001 frameworks.
- Document procedures and track actions from audit recommendations.
- Ensure compliance with environmental legislation and School policies.

Communication & Engagement

- Support awareness campaigns and behaviour change initiatives, particularly on sustainable travel and waste.
- Develop user guidance and visual materials to promote sustainable practices.
- Act as a point of contact for operational sustainability queries across the School.

Professional Development & Team Contribution

- Participate in training, mentorship, and team-wide sustainability initiatives.
- Contribute to the development of a cohesive and proactive sustainability team.
- Stay informed on sector trends and best practices in operational sustainability.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Free Speech

[The Code of Practice on Free Speech](#) outlines the responsibilities of LSE to protect and promote freedom of speech and academic freedom within the law for students, faculty, staff, and visiting speakers. It applies to all activities on LSE premises and those conducted in the name of the School or LSE Students' Union at any location. The Code confirms that LSE does not take formal positions on political or international issues but provides a platform for critical debate within the law, taking account of the various legislative requirements and the context provided by policies and procedures. Procedures are set out in the Code on how events must be arranged and conducted.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and inclusive university. All staff are expected to contribute to a working, teaching and research environment in which people are treated with dignity and respect, and to comply with LSE's duties to prevent unlawful discrimination, harassment and victimisation on the grounds protected by the Equality Act 2010. LSE is also committed to advancing equality of opportunity in relation to social and economic background. These expectations do not require staff or applicants to endorse any particular political, philosophical or contested viewpoint, and are subject to LSE's statutory duties and commitment to protect freedom of speech and academic freedom within the law, which includes the right of academic staff to question and test received wisdom, and to put forward unpopular or controversial opinions.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and



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familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

Environmental Sustainability

The post holder is required to minimise environmental and energy impacts in the performance of the role and actively contribute to the delivery of the LSE Sustainability Policies.