



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Sustainable Operations Officer

Department/Division: Estates

Accountable to: Sustainable Operations Manager

Competency	Criteria	E/D
Knowledge and Experience	Experience coordinating operational sustainability activities in areas such as waste, travel, carbon, or resource efficiency.	E
	Understanding of environmental management systems, standards, and legislation (e.g. ISO 14001, ISO 50001, Duty of Care for waste).	E
	Experience maintaining and analysing environmental performance data, ideally for waste, transport, or Scope 3 emissions.	E
	Experience liaising with contractors, service providers, or internal departments to deliver operational or sustainability improvements.	E
	Experience contributing to sustainability communications or engagement initiatives (e.g. awareness campaigns, training, or volunteer activities).	D
	Experience supporting audits, compliance reviews, or certification processes.	D
	Familiarity with higher education, estates, or facilities management environments.	D
Service Delivery	Ability to deliver reliable operational support services in line with sustainability and compliance objectives.	E
	Commitment to maintaining accurate data, documentation, and reporting for internal and external requirements (e.g. EMR, SECR, ISO).	E
	Awareness of circular economy principles and approaches to waste minimisation.	D
Communication	Strong written and verbal communication skills, with the ability to present information clearly and concisely.	E
	Ability to communicate effectively with a wide range of	



	stakeholders, including contractors, staff, and students. Ability to produce user guidance, visual materials, or communications to support behaviour change.	E D
Planning and Organisation	Strong organisational skills, with the ability to manage multiple workstreams, prioritise tasks, and meet deadlines. Attention to detail in managing environmental data, compliance records, and invoices. Ability to plan and coordinate site visits, training sessions, and small-scale projects.	E E E
Teamwork and Motivation	Ability to work collaboratively as part of a multidisciplinary team, supporting collective goals. Proactive and self-motivated, with the initiative to identify issues and propose practical solutions. Flexibility to support events or site-based activities outside normal working hours when required. Commitment to continuous learning and staying informed on sector trends in operational sustainability.	E E E E

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.