

Job Detail

(Overview, Role Detail and Person Specification)

Sustainability Team

Education for Sustainable Development Officer – Grade 7

(Ref: MPF4312)

Role Title: Education for Sustainable Development Officer

Reports To: Director of Sustainability

Overview

The University of Salford recognises the global climate crisis and that climate change is one of the biggest challenges facing our society across the globe. As a higher education provider we have a major role to play in enabling our students and staff to respond positively to global challenges. The global environmental challenges faced by humanity are significant. Through the research we produce, our work with industry, our talented graduates and our green campus we will support industry and Greater Manchester move towards net zero carbon. Environmental Sustainability is one of the pillars of our Strategic Plan and our scope 1 and 2 carbon emissions a measure of our success.

In 2021 The University launched a new Environmental Sustainability Plan, Striving for a Sustainable Salford which consolidates existing action towards environmental sustainability and focuses on the target to become Net Zero Carbon (NZE) by 2038. By embedding sustainability in all aspects of university life, we will enable our university community to make a positive contribution to our students' wellbeing and future lives, whilst also improving the lives of the citizens of Salford and Greater Manchester. The Environmental Sustainability Plan followed the launch of the University's Masterplan Refresh in September 2020 which is an excellent opportunity to enable this plan.

The central Sustainability Team, reporting to the Vice-Chancellor's Executive Team lead for Sustainability, lead the development and implementation of the University Environmental Sustainability Plan, Striving for a Sustainable Salford, particularly our aim for Net Zero Carbon by 2038 and are supported by an Environmental Sustainability Team in Estates and Facilities.

Education for sustainable development (ESD) is the process of equipping students with the knowledge and understanding, skills and attributes needed to work and live in a way that safeguards environmental, social and economic wellbeing, both in the present and for future generations.

This role, working in partnership with the Director of Sustainability, will work across the University to assist academics to embed the UN Sustainable Development Goals (SDGs) within the curriculum, help to deliver extra-curricular opportunities and Living Labs opportunities to help foster academic partnerships.

Role Detail

Role Purpose

The Education for Sustainable Development (ESD) Officer will work alongside colleagues in the Sustainability Office as a key champion in ESD across the university, ensuring that the University has an appropriate strategy for ESD and delivers on its ESD commitments.

The post holder will support the development of and coordinate delivery of the ESD Strategy.

This post requires a self-motivated and enthusiastic person with a firm commitment to sustainability. The role holder is required to:

- Work with stakeholders to develop plans for ESD in formal, informal and organisational learning, and develop mechanisms by which this can be monitored, evaluated and reported upon.
- Develop and coordinate a network of ESD champions and community of practice for ESD in our academic community.
- Champion ESD and increase its profile across the University.

Responsibilities

- Act as the main point of contact for the ESD section of the sustainability strategy providing advice, guidance and coordination as required
- To ensure the ESD section of the sustainability strategy is monitored, evaluated and developed in line with overall University Sustainability Strategy and sector advances
- Proactively network with stakeholders to engender the effective sharing of knowledge and practice exchange, raising the profile of the ESD work across the University
- Liaise with and mentor course and module teams in support of academic and curricular development relating to ESD. This will include offering advice and guidance on learning, teaching, assessment and curricula and educating academic colleagues about the SDGs to help them identify areas within the curriculum to include them
- Prepare and lead workshops and other events on ESD, this is likely to be in the form of staff development sessions and student workshops
- Support the development of student's sustainability literacy, collaborate and strengthen the partnership with University of Salford Student's Union
- Lead briefings and contribute updates in meetings, such as the Sustainability Board and school specific groups, about the progress of the ESD strategy; keeping colleagues in Schools and professional services up-to-date with progress. Analyse the impact of the ESD work and generate reports
- Add to the expertise and specialist knowledge of the Sustainability Office in relation to specific areas of knowledge around sustainability
- Identify opportunities for networking with external stakeholders including other HEIs and professional bodies and seeking out prospects for dissemination of good practice through writing papers and contributing to chapters
- Supporting outreach and student recruitment activities such as attending open days, updating brochure and website content to develop and disseminate our reputation in this area to applicants
- Maintain an awareness of national debates and developing agendas around Education for Sustainable Development; use this evidence base to inform practice at University of Salford through advice and resource development

- Collate data and information to contribute and co-ordinate reporting on ESD and submissions to external accreditation schemes relating to ESD, for example NUS Responsible Futures and the SDG Accord
- Support the Director and Assistant Director of Sustainability in wider sustainability issues and causes
- Attend training courses as identified with the Director of Sustainability and continually update knowledge of sustainability issues by monitoring best practice in the sector
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy
- To engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role
- Promote equality and diversity for students and staff and sustain an inclusive and supportive study and work environment in accordance with University policy
- This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Person Specification

Qualifications

	The successful candidate should have:	Essential/ Desirable	Tested by* A, I, P, T
1	Educated to degree level or equivalent, preferably in a sustainability/environmental related discipline;	E	A/I
2	Membership of a professional body, e.g. The Institute of Environmental Management and Assessment;	D	A/I

Background & Experience

	The successful candidate should have:	Essential/ Desirable	Tested by* A, I, P, T
3	Experience of a similar role related to environmental sustainability and/or teaching;	E	A/I
4	Experience of developing teaching materials;	E	A/I
5	Experience planning and delivering events;	E	A/I
6	Experience in coaching, mentoring, supervising and motivating teams;	D	A/I
7	Experience of teaching and/or supporting teaching of ESD;	D	A/I
8	Experience of developing online teaching material;	D	A/I

Knowledge

	The successful candidate should have demonstrable knowledge of:	Essential/ Desirable	Tested by* A, I, P, T
9	Knowledge of a wide range of global, national and local environmental and sustainability issues;	E	A/I/P
10	Awareness of HE and FE sector approaches to sustainability;	E	A/I/P
11	Knowledge of assessment and feedback practices in HE;	E	A/I/P
12	Knowledge of Education for Sustainable Development;	D	A/I/P
13	Knowledge of the University of Salford Strategy and Environmental Sustainability Plan	D	A/I

Skills & Competencies

	The successful candidate should demonstrate:	Essential/ Desirable	Tested by* A, I, P, T
14	The ability to manage projects effectively;	E	A/I
15	Excellent written and verbal communication skills to present information clearly;	E	A/I/T
16	The ability to motivate others and work effectively within a team environment;	E	A/I
17	Strong interpersonal skills with the ability to work collaboratively with a range of different roles;	E	A/I
18	The ability to manage and prioritise own workload in meeting requirements/deadlines;	E	A/I/T
19	The ability to use Microsoft Office packages particularly Outlook, Teams, Excel, Word	E	A/I/T

	and Powerpoint;		
20	A personal and professional commitment to environmental sustainability;	E	A/I
21	The ability to use social media channels and basic web page editing;	D	A

A = Application form, I = Interview, P = Presentation, T = Test

Candidate guidance

****In order to fully meet the essential criteria candidates must show clear evidence of how they meet the criteria. Simply stating that you have a skill or experience in an area is not sufficient, you must provide a clear example to show how you have met each of the criterion you address**.**

Departmental Management Structure

