POSITION DESCRIPTION

Position Title: Program Manager, Environment & Sustainability
Organisation Unit: Property & Facilities Division
Position Number: 3000214
Type of Employment: Continuing full-time
Classification: HEW Level 8

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achieves, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
The Property & Facilities Division

The University has three campuses located at St. Lucia, Gatton and Herston. The University also operates medical and dental schools in Brisbane and a number of research stations and farms throughout Queensland.

The Property & Facilities Division (P&F) is responsible for delivering comprehensive facilities management that support the University’s teaching and research goals and its strategic objectives of Learning, Discovery and Engagement.

To achieve this, and to further improve the environment in which members of the University community study, work and live, P&F provide a range of services. These include: Infrastructure & Sustainability (ie energy management, sustainability office, engineering services), Project Delivery (ie new buildings, refurbishments, feasibilities), Planning & Property (ie. master planning, leasing, space management), Campus Operations (i.e. building maintenance, grounds and playing field maintenance, fire safety, security and parking, transport, cleaning, furniture, logistics, UQ fleet, mail dispatch).

UQ’s environmental and sustainability initiatives have gained significant recognition. P&F manages the University's Environmental Management System, provides advice, and promotes best sustainability practices at UQ. The Sustainability website (www.uq.edu.au/sustainability) provides a single point for the University to communicate its initiatives and successes in embedding sustainability throughout its operations, learning, discovery and engagement.

Further information about the Property and Facilities Division may be accessed on the Division’s web site at www.pf.uq.edu.au

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

The Program Manager, Environment & Sustainability is responsible for developing and leading a program of initiatives to improve UQ’s sustainability performance in the areas of water, waste, biodiversity, transport, and greenhouse gas emissions (excluding energy management). The role also has oversight for all aspects of environmental compliance, including licenses & approvals, reporting obligations, and environmental incidents.

Duties

Duties and responsibilities include, but are not limited to:

- Work with stakeholders to develop and successfully deliver a program of initiatives to improve UQ’s operational performance in the areas of water, waste, biodiversity, transport, and greenhouse gas emissions (excluding energy management).
- Lead all aspects of environmental compliance and management for UQ’s operations, including risk assessment, relevant licenses and approvals, reporting, and management of environmental incidents.
• Provide timely, concise and expert advice to a wide range of P&F and wider University clients on environmental management and sustainability issues.
• Develop and lead the implementation of sustainability awareness and behavior change programs across the University.
• Lead the promotion of UQ’s sustainability achievements to internal and external audiences through a range of mediums.
• Develop and maintain relationships across the University to help integrate UQ’s operational sustainability activities with the objectives of Learning, Discovery & Engagement.
• Participate in relevant committees and working groups to ensure UQ’s sustainability objectives are being championed.
• Liaise, negotiate and collaborate with community groups, government agencies and other external stakeholders with regard to environmental and sustainability issues on behalf of the University.
• Oversee all relevant internal and external reporting obligations for environmental and sustainability matters.
• Manage and provide leadership, guidance, and support to the P&F Sustainability team as they assist with fulfilling these responsibilities.

Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the University’s Code of Conduct
- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships
The Program Manager, Environment & Sustainability reports to the Manager Energy & Sustainability, who in turn reports to the Associate Director, Infrastructure & Sustainability.

SELECTION CRITERIA

Essential
• Completion of a tertiary qualification in a relevant field such as Sustainability, Environment Management, Environmental Science or Engineering with significant relevant experience in an environmental or sustainability roles in a multi-discipline environment; or an equivalent combination of relevant experience and/or education/training.
• Extensive knowledge of current and emerging best practice environmental management and sustainability in areas such as water efficiency, waste management, biodiversity, and sustainable transport.

• A dynamic, problem solving attitude combined with a relentless drive to achieve targets and deliver meaningful results.

• Extensive knowledge of legislative and regulatory frameworks related to environmental and sustainability issues, and experience managing environmental risk.

• Demonstrated experience in successfully developing and leading a program of work to meet environmental and sustainability objectives, including stakeholder liaison, target setting, business case development, project implementation, and tracking of progress.

• Exceptional communication and negotiation skills, with the ability to influence others, overcome barriers and deliver change.

• Highly developed leadership skills, with relevant experience managing a team of professionals to achieve set objectives in a timely and cost effective manner.

Desirable

• A relevant postgraduate qualification and/or formal training in a relevant field.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.