

**University of St Andrews**  
**Estates Department**  
**Sustainability Intern – CG1090**  
**Further Particulars for Applicants**

**Estates Department**

## THE ESTATE

The University of St Andrews was founded in 1413 and currently occupies 156 academic, administrative and residential buildings throughout the town, In addition, the University also owns playing fields, agricultural land and a former industrial site at Guardbridge.

The estate is extremely varied. Whilst many of the buildings enjoy listed status and are integral to the unique qualities and characteristics of St Andrews and North-East Fife, many more have been added over the years as the University has grown. The portfolio ranges from nationally important historical buildings through to state of the art teaching and research facilities.

The University is investing heavily to further develop and expand its estate in support of its medium and long-term objectives. It will therefore to continue to play a leading role in preserving and enhancing the built environment as it reinforces its position as a World-renowned centre of learning, research and sustainable development.

## ESTATES

Estates is a key support unit providing a range of functional activities that will help the University achieve its corporate objectives. It is an integrated centre of excellence responsible for implementing decisions related to the buildings, fabric and infrastructure of the University. It provides specialist advice to the University on strategic estates issues as well as its statutory obligations.

The comprehensive service provided includes:

- Estate Strategy and planning
- Professional and Technical Services with a particular focus on compliance issues including Health and Safety, asbestos management, water safety
- Delivery of the Capital investment plan
- Maintenance and operation of the estate including planned and reactive works
- Building Management Systems
- Forward planning including life-cycle replacement
- Janitorial, Security, Cleaning and Mail Services.
- Sustainability including energy, the environment and waste management
- Helpdesk and Administrative support

The unit currently employs around 270 staff and is committed to supporting the University in achieving excellence by providing a range of integrated services that are professional, customer-focused and designed to provide and maintain an estate that is safe, compliant and suitable for its intended

purpose. We actively seek improvements in all we do and will continue to embrace the principles of sustainable development, innovation and collaboration.

In the next few years, there will be an additional capital programme of circa £30m per annum and the focus will be on ensuring that this is invested so that the estate assets are operating at optimum efficiency whilst delivering the University's strategic themes.

Our Mission Statement is:

***"Estates is committed to supporting the University in achieving excellence by providing an efficient, professional, customer-orientated service to the University community through continuous improvement and development in all areas of our service provision".***

The Estates Office is continually reviewing its working practices with an aim to improving the delivery of services to the University by adding value.

### **Requirements of the Post**

Working directly for the Director of Estates and the Director of Operations, you will undertake a wide variety of administrative and staff-work duties. This is an excellent opportunity for the role holder to contribute to the development, implementation and provision of an efficient and effective, customer orientated administration service within the Estates Office. The role requires someone who thrives on task variety, welcomes learning opportunities and enjoys interactions with a wide variety of people at all the different levels across and outwith the University. This needs to be balanced by good communication skills, an eye for detail and an ability to work to deadlines and adapt to changing priorities. You will be part of, and contribute to the work of the wider administrative team as required. The General Office team provides support to a variety of Estates personnel, dealing with and responding to a diverse and complex range of issues within an extremely busy working environment.

You must therefore be well versed in the use of word processors and have the ability to use other aspects of Information Technology such as the Microsoft Office Suite; good numerical skills would be an advantage. You should be educated to SVQ level 4/HND or equivalent with experience of managing complex, high level, confidential information in a PA role for a minimum of 5 years.

You should also be a committed team player with a willingness to develop your range of skills.

**The job description for this role is attached below.**

## Job Description

Job Title: Sustainability Intern	Working Hours: Full Time/36.25 hours per week
School/Unit: Estates Department	Grade/Salary Range: Grade 4/£22,659 - £26,243 per annum
Reporting to: Environment Officer	Reference No: CG1090
Job Family: Managerial, Specialist & Administrative	Start Date: 1 <sup>st</sup> August 2019

### Main Purpose of Role

The Sustainability Intern will be required to support and enhance the projects, networks and success of the Estates Environment & Energy team. Working with the Students Association, Residential and Business Services, Procurement and CAPOD, you will strengthen the sustainability agenda of the University of St Andrews, with a focus on outreach and engagement for sustainable behavior change amongst the University's staff and students.

The position offers an excellent opportunity to gain up-to-date knowledge and skills regarding the progressive sustainability agenda in Higher Education Institutions and to network locally and nationally with sustainability focused organizations. There will be a lot of potential for you to bring your specific expertise to the role and act innovatively and creatively within a professional setting. The post holder will have a responsibility for providing professional guidance to the University on sustainability related matters.

This is a one-year fixed term internship for University of St Andrews graduates.

### Key Duties and Responsibilities

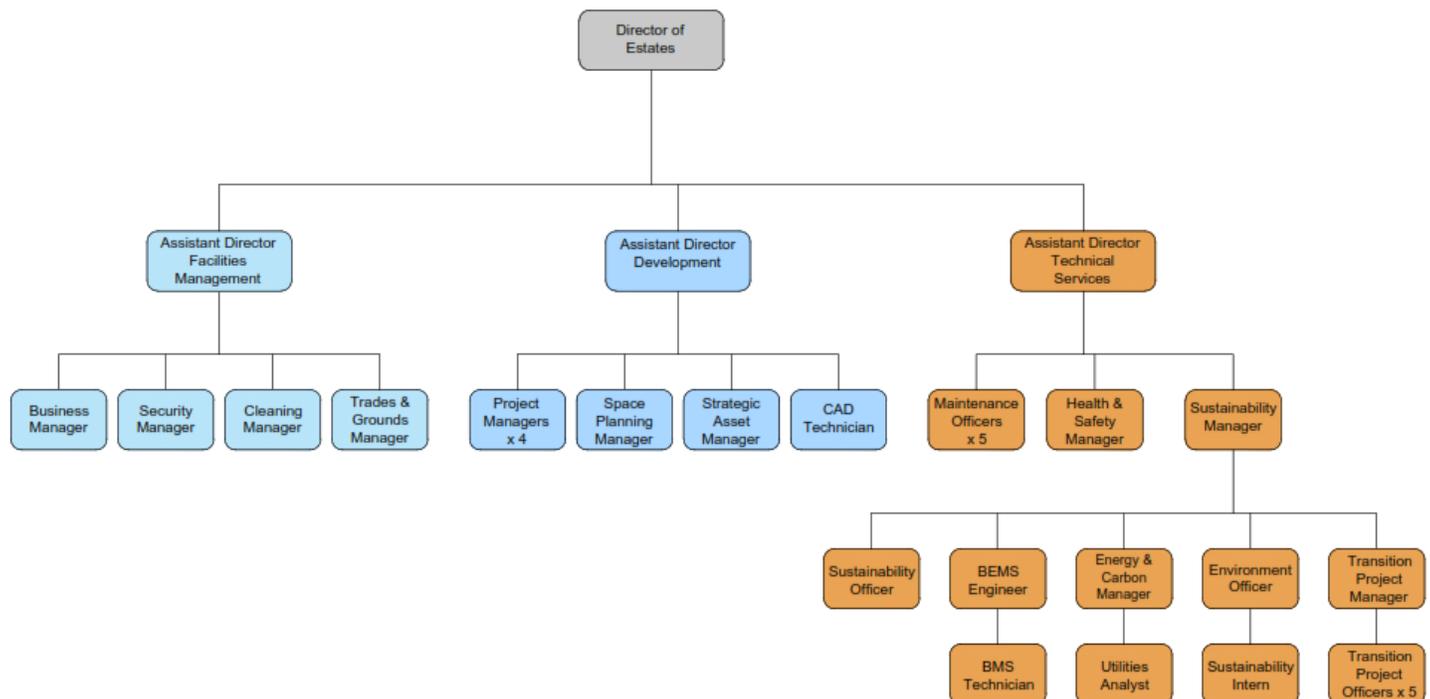
#### 1. Core duties

- Assist the Environment Team in operational environment & energy projects as required.
- Assist the Environment Team in the support of the internal University staff Environmental Facilitators Network.
- Assist with the delivery of training courses through CAPOD, such as New Staff Essentials and Environment Culture.
- Coordinate a calendar of events relating to sustainability in practice in the University reaching out to staff, students and the wider community. Strengthen partnerships with existing societies, community groups and key contacts within the University to assist in the organisation and facilitation of key events. Key events may include:
  - a. Freshers' and Re-Freshers' Fayre
  - b. Raisin Weekend
  - c. Green Week
  - d. Fairtrade Fortnight
- Provide on-going support to staff and student sustainability initiatives such as:
  - a. Transition University of St Andrews
  - b. Students' Association (SA) Environment Subcommittee and other SA subcommittees
  - c. Student Hall Environment Representatives
  - d. Green Awards (sports and societies)
- Manage Environment Team communications, utilising social media, webpages and blog(s) to communicate the activities and progress of the Environment Team
- Develop guidance for other members of the Environment Team to ensure best practices are followed and a coherent online web presence is maintained.

## 2. Additional Duties

- Chair the St Andrews Fairtrade Steering Group to ensure progress and improvement, and ensure the University retains its Fairtrade status
- Provide on-going support to Residential Business Services (RBS) Catering on food procurement at the University, including but not limited to:
  - a. Update Sustainable Food Action Plan
  - b. Re-apply for a Fairtrade certification
  - c. Provide assistance towards the achievement of sustainable accreditation criteria
- Provide support to Residential Business services and the Museum of the University of St Andrews (MUSA) on the continuation of the Green Tourism Business Scheme
- Assist in implementing an Environmental Management System
- Prepare applications for external environmental awards e.g. EAUC Green Gown Awards
- Facilitate and delegate the completion of environmental reporting
- Management and supervision of student volunteers, hall environmental reps and summer interns
- Collate information for documents and reports as and when these are needed by other members of the Environment Team, and implement an appropriate electronic filing system
- Provide support to the Sustainable Development Degree programme, the St Andrews Sustainability Institute (SASI), and other Schools as required.

*Please note that this job description is not exhaustive, and the role holder may be required to undertake other relevant duties commensurate with the grading of the post. Activities may be subject to amendment over time as the role develops and/or priorities and requirements evolve.*



## Person Specification

This section details the attributes e.g. skills, knowledge/qualifications and competencies which are required in order to undertake the full remit of this post.

Attributes	Essential	Desirable	Means of Assessment
Education & Qualifications <i>(technical, professional, academic qualifications and training required)</i>	Environmentally related qualification, degree or equivalent	Environment/SD degree	Application form, interview
Experience & Knowledge <i>(examples of specific experience and knowledge sought)</i>	Good working knowledge of environment and SD aspects and their practical application	Working experience in an environment and SD-related role  Social media and design	Application form record of experience and roles. Interview assessment
Competencies & Skills <i>(e.g. effective communication skills, initiative, flexibility, leadership etc)</i>	Excellent interpersonal and communication skills. Ability to share learning with Estates and other University staff and students A professional and thorough approach at all times	Experience in engagement roles and situations associated with sustainability initiatives and behaviour change, and with student initiatives in general	Application form/interview
Other Attributes/Abilities <i>(if applicable)</i>	Ability to challenge existing processes and ideas and to help develop new ones where appropriate. Committed team player. Self-direction and motivation. A creative, innovative and resourceful approach to work, able to develop and implement practical solutions to problems of varying complexity.	Evidence of co-ordinating ideas for change.	Application form/interview

**Essential Criteria** – requirements without which a candidate would not be able to undertake the full remit of the role. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the short listing stage.

**Desirable Criteria** – requirements which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential requirements.

## Other Information

Applications are by CV and covering letter stating what motivated you to apply for the position, and any relevant experience that makes you suitable for the role. Please email applications to [environment@st-andrews.ac.uk](mailto:environment@st-andrews.ac.uk)

For all applications, please quote ref: CG1090

Interviews will be held on Friday 26 April 2019.

The University is committed to equality for all, demonstrated through our working on diversity awards (ECU Athena SWAN/Race Charters; Carer Positive; LGBT Charter; and Stonewall). More details can be found at <http://www.st-andrews.ac.uk/hr/edi/diversityawards/>.

The University is committed to equality of opportunity.

The University of St Andrews is a charity registered in Scotland (No SC013532).

## Obligations as an Employee

You have a duty to carry out your work in a safe manner in order not to endanger yourself or anyone else by your acts or omissions.

You are required to comply with the University health and safety policy as it relates to your work activities, and to take appropriate action in case of an emergency.

You are required to undertake the Information Security Essentials computer-based training course and adhere to its principles alongside related University Policy and Regulations.

You are responsible for applying the University's equality and diversity policies and principles in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own area of work/activities.

You should be adaptable to change, and be willing to acquire new skills and knowledge as applicable to the needs of the role.

You may, with reasonable notice, be required to work within other Schools/Units within the University of St Andrews.

You have the responsibility to engage with the University's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.

## The University & Town

Founded in the early 15th century, St Andrews is Scotland's first university and the third oldest in the English speaking world.

Situated on the east coast of Scotland and framed by countryside, beaches and cliffs, the town of St Andrews was once the centre of the nation's political and religious life.

Today it is known around the world as the 'Home of Golf' and a vibrant academic town with a distinctively cosmopolitan feel where students and university staff account for more than 40% of the local population.

The University of St Andrews is a diverse and international community of over 11,000, comprising students and staff of over 120 nationalities. It has 8,800 students, just over 7,000 of them undergraduates, and employs approximately 2,540 staff - made up of c. 1,190 in the academic job families and c 1,350 in the non-academic job families.

St Andrews has approximately 50,000 living graduates, among them former Scottish First Minister Alex Salmond and the novelist Fay Weldon. In the last 90 years, the University has conferred around 1000 honorary degrees; notable recipients include Benjamin Franklin, Rudyard Kipling, Alexander Fleming, Iris Murdoch, James Black, Elizabeth Blackadder, Tim Berners-Lee and Hillary Clinton.

The University is one of Europe's most research intensive seats of learning. It is the top rated university in Scotland for teaching quality and student satisfaction. In the Research Excellence Framework (REF) 2014 the University was ranked top in Scotland for quality of research output and one of the UK's top 20 research universities.

St Andrews is consistently held to be one of the United Kingdom's top ten universities in university league tables compiled by The Times and The Sunday Times, The Guardian and The Complete University Guide. The University has eight times been named the top multi-faculty university in the UK in the National Student Survey - a direct reflection of the quality of teaching, assessment and facilities. In international and world rankings St Andrews scores highly for teaching quality, research, international outlook and citations. It is established as a World Top 100 institution in annual rankings produced by QS and Times Higher Education.

Its international reputation for delivering high quality teaching and research and student satisfaction make it one of the most sought after destinations for prospective students from the UK, Europe and overseas. In 2015 the University received on average 12 applications per place. St Andrews has highly challenging academic entry requirements to attract only the most academically potent students in the Arts, Sciences, Medicine and Divinity.

The University is closely integrated with the town. The Main Library, many academic Schools and Service Units are located centrally, while the growth in research-active sciences and medicine has been accommodated at the North Haugh on the western edge of St Andrews.

As the University enters its seventh century, it is delivering a varied programme of strategic investment, including the refurbishment of its Main Library and a major investment in its collections, the opening of a research library, the development of a major arts centre and a Music Centre, the refurbishment of the Students' Union, the provision of 900 additional students beds, the relocation of professional services to purpose built accommodation and the development of a wind-farm and green energy centre to offset energy costs.