



## 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 Waste and Procurement Officer

**Department/Division:** Estates Division, Sustainability Team  
**Accountable to:** Head of Sustainability

### Job Summary

Working as a member of the LSE Sustainability Team this post will support the Head of Sustainability in delivering the School's Sustainability Policy. The role will focus on implementation of the School's Waste Strategy (including management of waste contracts and operations), improving sustainable procurement processes, and other ad hoc sustainability projects which arise.

### Duties and Responsibilities

#### Knowledge and experience

- Experience of operational waste or facilities management within an organisation.
- Experience or understanding of sustainability issues within organisations, particularly sustainable waste and resource management.
- Experience or understanding of sustainable procurement practices.
- Strong IT, clerical and administrative support skills including in-depth command of Microsoft Office packages.

#### Service delivery

- Deliver LSE's waste strategy, managing the safe, lawful, clean and environmentally sustainable disposal of all waste streams produced by LSE's campus and halls of residence.
- Manage LSE's waste contracts, collaborating and negotiating to ensure they deliver excellent performance and value for money.
- Respond rapidly to customer enquiries and requests.
- Use creativity and initiative to devise solutions to problems, and suggest new approaches to enable continuous improvement.
- Embed sustainable procurement practices across the university, collaborating with procurement staff to influence the sustainability of contracts and purchasing practices.
- Support the delivery of the School's ISO 14001- and 50001-certified Environmental and Energy Management Systems, including conducting internal audits.

#### Planning and organising resources

- Plan, organise and prioritise own workload in line with individual, team and organisational objectives, to ensure successful delivery of goals within agreed time frames, budgets and standards.
- Ensure waste management costs remain within the annual budget.



- Ensure timely receipt of invoices, reconciliation and approval for payment.
- Develop LSE's waste strategy to ensure it continues to deliver excellent environmental and operational outcomes, including planning around any major changes to the campus.

#### **Communication,**

- Clearly communicate information to a range of non-specialist audiences, verbally and in writing.
- Contribute to communicating environmental messages and campaigns, raising awareness, and promoting events.
- Devise and deliver training to staff, students, contractors and other relevant stakeholders to ensure good waste management practices are adhered to.

#### **Analysis and research**

- Maintain up-to-date records and information on LSE's waste performance and any other project that arises.
- Collate and analyse data, including monitoring progress against agreed targets, timescales, and carrying out benchmarking.
- Report on performance to senior management and other relevant parties as required.

#### **Teamwork and motivation**

- Play an active role as a member of the Sustainability Team, the Estates Division and LSE.
- Motivate other members LSE into action to progress the LSE Sustainability Policy, acting as an ambassador for sustainability within the School.
- Demonstrate flexibility to help deliver a range of other ad hoc projects contributing to LSE's sustainability objectives as they arise.

#### **Liaison and networking**

- Establish good relationships with contractors to ensure best value and good service levels are achieved through the School's contracts.
- Collaborate closely with internal and external stakeholders across a wide range of roles, seniorities and backgrounds, to develop good working relationships and deliver relevant projects, particularly the key waste contracts.

#### **Flexibility**

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the demands 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.

#### **Equity, Diversity and Inclusion (EDI)**

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

**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 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 impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.