

Job Title: Environmental Management Systems (EMS) Manager

Grade: 7

Salary: £39,906 to £46,049 per annum, pro-rata if part-time

Department: Estates and Campus Services

Hours/Contract: Full-time or job share, permanent

Job Family: Community and Operational

Reference: 13097

Role Purpose

Environmental Sustainability is one of the University's key guiding principles. This role will lead the identification, implementation, and delivery of an Environmental Management System (EMS) in alignment with the University's Physical Environment Strategy. The primary focus will be to establish, deliver, and manage an EMS that progresses to full ISO 14001 accreditation within Estates and Campus Services, the College of Social Sciences, Arts and Humanities (CSSAH), the College of Business, and ultimately across the wider organisation.

The post holder will report to the Environmental Sustainability Delivery Group, the governing body responsible for monitoring, reviewing, and guiding the ongoing development and success of the EMS.

We are looking to appoint an individual with strong environmental management knowledge and experience, coupled with a genuine enthusiasm for advancing sustainability. The successful candidate will play a key role in delivering and strengthening our Environmental Management System (EMS) at an operational level and contributing to a greener, more sustainable future for our campus community.

Resources Managed

The University operates an Environmental Management System (EMS) through the EcoCampus framework, aligned to the ISO 14001 standard, and has recently achieved the Silver Award. The post holder will work closely with Environmental Action Coordinators across Professional Services and Colleges to support ongoing implementation and continual improvement of the EMS. They will also be responsible for recruiting, coordinating, and supporting volunteers (both staff and students) to assist with EMS-related activities when required.

Main Duties and Responsibilities

Environmental Management System

- Take the lead in identifying, developing, and implementing an Environmental Management System (EMS) across the University, with an initial focus on Estates and Campus Services, the College of Social Sciences, Arts and Humanities (CSSAH), and the College of Business.
- Conduct annual reviews of the University's EcoCampus environmental systems and practices, undertaking gap analyses to identify the actions required to achieve Gold and subsequent phases (Bronze, Silver, Gold and Platinum/ISO 14001). Report progress and timelines to the relevant University Board, such as the Environmental Sustainability Delivery Group.
- Lead the development and continual improvement of the EMS, implementing enhancement plans and ensuring the University maintains compliance with all environmental legal obligations.





- Provide expert advice, guidance and training on sustainability—including environmental management, legislation and specialist technical information—while monitoring and reporting on the University’s environmental compliance to ensure high performance and reliable information for senior management.
- Collate, analyse and interpret environmental data—including waste, travel, water, energy and other key performance areas—to produce recommendations that support EMS improvements, inform strategic planning, and contribute to the University’s environmental management objectives, targets and the wider Environmental Sustainability Strategy and Master Plan.
- Design and implement environmental audit programmes to monitor sustainability standards, performance indicators and continuous improvement activities.
- Develop and manage effective environmental management processes and associated procedures across the University, identifying and implementing improvements in frontline services including waste, travel, procurement, energy, emissions, and water.
- Maintain all EMS records and ensure effective, ongoing communication with academic departments and the wider University to support the embedding of EMS processes across campus.

Environmental Operations and Reporting

- Work collaboratively with Colleges and Professional Services to identify where changes to environmental sustainability-related policies and procedures are required, producing draft documentation for approval by relevant governance boards.
- Support and mentor the network of Environmental Action Coordinators, promoting initiatives such as LEAPS and LEAF across Colleges, Schools, and Departments through training, workshops, and engagement activities to reduce environmental impacts across the University.
- Lead on data collection and management for the University’s Scope 3 carbon emissions, and support the calculation and reporting of the University’s full annual carbon footprint across all scopes.
- Ensure that environmental data is accurately collated, maintained and reported in accordance with internal and external requirements, including sector reporting, benchmarking and University KPIs.

Internal and External Relationships

The post holder will maintain strong cross-University relationships to champion the Environmental Management System (EMS) and support delivery of sustainability initiatives, ensuring ongoing engagement with EMS stakeholders and key operational leads including: Head of Energy and Carbon; Director of Health, Safety and Sustainability; Utilities Officer; Health and Safety Team; Procurement Team; relevant Professional Services; College Operations Directors; and Estates & Campus Services Directors.

Provide technical sustainability expertise and practical support to the Social Impact Lead/Sustainability Business Partner when required, including input into Local Environmental Action Plans (LEAPs) and associated reporting, evidence gathering, and improvement actions.



Work collaboratively with the Health and Safety Team to implement, embed, and continuously improve delivery of the University's environmental sustainability strategy ("Masterplan") across Colleges, Schools, Departments, and Divisions, supporting consistent application and clear ownership of actions.

Attend and contribute to relevant meetings and working groups to maintain visibility of interdependencies, emerging risks, and opportunities; share intelligence with colleagues; and deputise for team members as appropriate.

Act as a key point of contact for external engagement relating to EMS and sustainability performance, including working with auditors, consultants, and accreditors, and engaging external organisations (e.g., contractors and potential suppliers) to support project development, monitoring approaches, and identification of energy and operational efficiency measures.

Planning and Organising

Plan and prioritise own workload effectively, balancing departmental needs and managerial requests alongside personal work activities to maintain smooth and efficient operations within the department.

Monitor environmental reports on a daily basis, identifying trends, issues, and areas requiring action to support ongoing compliance and performance improvement.

Maintain and support the performance of the Environmental Management System (EMS), ensuring processes, documentation, and controls remain up to date, compliant, and aligned with organisational standards.

Qualifications, Knowledge and Experience

Essential

- A degree in a relevant environment or energy related subject or a vocational qualification (e.g., NVQ Level 4) with 3 - 5 years equivalent delivery experience and/or project management. *
- Practical good experience of Environmental Management Systems *
- Membership of (or evidence of working towards) a relevant professional body (e.g., ISEP (previously IEMA), Energy Institute, CIWM) *
- A good understanding and interest in sustainability and social issues, including economic sustainability and the UN SDGs.
- Good understanding of health and safety pertaining to environmental impacts
- Good practical knowledge of environmental legal obligations in higher education setting
- Experience in influencing and persuading stakeholder (staff and students) to promoting change of hard and fast attitudes and behaviours in respect of sustainability choices made.

Desirable

- Experience working with EcoCampus tool to roll out EMS in a Higher Education institution.





- Working with third party service providers
- Experience of working within the public or HE
- An appreciation of the issues involved in dealing with multi-site operations, including academic, leisure centre and residential (Hall of Residence)

****Criteria to be used to shortlist candidates for interview***

Skills, Abilities and Competencies

Essential

- Well-developed auditing skills*
- Initiative and judgment to resolve many problems independently*
- Ability to communicate complex information through a range of different channels and mediums*
- Able to demonstrate accuracy and attention to detail*
- Ability to assess data and information, and to identify problems*
- Good I.T. skills, including creating and using spreadsheets and working knowledge of standard MS Office programmes.*
- Ability to learn new technology rapidly and continuously
- Excellent interpersonal skills and a proven ability to persuade and negotiate
- Ability to organise and prioritise workload and work to deadlines
- Willingness to work flexibly as part of a team
- Commitment to personal professional development.

Desirable

- Working with people to change behaviour in an organisation, especially in an education sector

****Criteria to be used in shortlisting candidates for interview***

Additional Information

Working hours:

This is a full-time appointment in which you will be expected to work Indeterminate hours each week. Must be prepared to assist outside of normal working hours, to ensure the smooth and continuous operation of the University.

Criminal Declaration





If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Freedom of Speech

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

