

Job Title: Climate Action Lead

Unit/School: University Environments

Grade: 9A/B

HERA: UE10

Core purpose of role

Cardiff Metropolitan University recognises that its locale, connectedness, delivery partnerships and on-campus spaces are key enablers in the delivery of the University's Strategy 2030, in particular in relation to student and staff wellbeing and experience, and the University's longstanding commitment to environmental responsibility.

The Climate Action Lead will act as the University's professional services lead institutional expert and strategic lead on climate action and sustainability goals. Working across the University, the post holder will be responsible for leading the development and implementation of institutional strategies and action plans to achieve Cardiff Metropolitan University's net zero and sustainability commitments, in alignment with Strategy 2030 and legislative obligations. The role requires exceptional experience of innovation and strategic thinking to drive transformational change across complex governance arrangements. The post holder will act as an expert adviser and influencer, embedding a culture of environmental responsibility and carbon reduction throughout academic and professional services areas.

Working across the institution and developing external relationships, the post holder will provide active and visible leadership in sustainability-related activities, developing internal policy and guidance and developing governance arrangements in accordance with recognised standards. The post holder will be adept at influencing, enabling and managing the implementation of initiatives across organisational and institutional boundaries.

They will promote, develop systems for, and actively report upon sustainable principles across all aspects of University strategy and operations and will lead the formulation of governance structures, strategic plans, and the delivery of relevant programmes of work.

The post holder will be part of a small, collaborative team and will be expected to work flexibly to support other related functions and priorities as required, to help deliver the desired outcomes for the team and the University as a whole.

Key responsibilities and contributions

- Lead on and assure the implementation of the University's Sustainability Strategy through project delivery, the establishment and monitoring of Strategic Performance

Indicators (SPIs), and the embedding of sustainable practices throughout the organisation.

- Establish and lead the programme for Net Zero Carbon (NZC), to ensure progress to meet the ambitious target for the University to achieve NZC Scope 1 & 2 and 30% reduction in scope 3 by 2030.
- Influence and guide decision-making at senior levels to ensure sustainability is integrated into University policies, projects and operations.
- Set and review SPI's and Key Performance Indicators (KPIs) in relation to NZC, energy, travel & transport and the circular economy, and where necessary design and enable the implementation of systems and processes to ensure they are achieved across a wide range of activities delivered by others.
- Provide strategic oversight and leadership of the University's environmental management system (ISO14001), working across departments to drive improvements in systems processes and performance, with operational delivery of ISO compliance undertaken by the Sustainability Engagement Manager.
- Maintain awareness of emerging standards and where appropriate develop proposals, associated business cases and plan for the adoption of new standards such as ISO37000 and the emerging PAS808 heading for ISO consultation..
- Lead the development of governance frameworks, policies, and reporting mechanisms to integrate climate action and sustainability principles across all aspects of University operations.
- Lead Stakeholder management and engagement activities related to sustainability, representing and promoting the university's activities in relevant internal and external forums.
- Work collaboratively across Academic and Professional Services teams to identify, define, agree, implement and drive the implementation of key initiatives, promoting best practice and continual improvement in sustainability performance and reporting.
- Be the University's professional services subject matter expert for NZC and sustainability action, and broader sustainability initiatives.

Person specification

Essential qualifications / Professional memberships

- A level 6 (first degree) in a relevant area or demonstrably comparable relevant professional experience.

Essential experience, knowledge and skills

1. High Profile and visible leader with strong personal gravitas, influencing and motivational skills. A self-leader capable of bringing others towards them and uniting them in objectives.



2. Extensive previous experience in a leadership role, working across functions to enthuse and influence others outside of the direct line management responsibilities to pursue purpose-led initiatives.
3. Ability to operate effectively at senior leadership levels, engaging with University Executive, Boards, and external stakeholders to champion and deliver institutional change.
4. Relevant and proven Net Zero Carbon experience, sufficient to enable the postholder to lead the programme to meet net zero at the University.
5. Proven experience in planning and delivery of a sustainability strategy across a wide and complex organisation.
6. A demonstrable track record of leading and managing organisational and process redesign initiatives across functional teams, including the establishment or revision of governance arrangements to ensure successful delivery.
7. In-depth technical understanding and up-to-date knowledge of the principles of sustainability and a demonstrable commitment to ongoing personal development in the field of sustainability.
8. Ability to deliver multiple, complex and concurrent objectives through a range of lenses.
9. Understanding of the demands and pressures on the HE sector and University financial priorities and needs, and the ability to translate this to the planning and management of projects, programmes and resources relevant to sustainability.
10. Evidence in delivering business change, acting as a champion for the importance of a sustainable organisation.
11. Experience of presenting to diverse and complex audiences in relation to high-profile political agenda items, and the ability to make complex concepts accessible for all on both technical and non-technical subject matter.
12. Diplomacy and discretion in dealing with all levels of University academic and professional services staff, consultants, contractors, local authorities and members of the general public.
13. Confident communicator with strong stakeholder management skills and ability to influence at all levels across the University, and with key external stakeholders and organisations.
14. Experience of leading the analysis of varied and complex energy and environmental data sets to help identify actions.
15. Outstanding verbal, written and interpersonal skills to provide visible matrix leadership across multiple functions and maximising outcomes faced with competing resources in high pressure environments.
16. A sound understanding of legislative and practical issues relating to NZC, sustainability, energy and the environment.

Desirable

1. Understanding and up-to-date knowledge of relevant policy and political contexts in Welsh (devolved) legislative and regulatory environments (e.g. HECFW/CTER, Wellbeing of Future Generations (Wales) Act, Social Partnership and Public Procurement Act).
2. Postgraduate qualification in a relevant field and a demonstrable commitment to continuing professional development relating to climate and sustainability.
3. Experience of working in a higher education environment

4. Membership of a relevant professional organisation.

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				

Disclosure & Barring Service requirements

This post does not require a DBS check.

Supporting information



The University is a dynamic organisation and changes may be required from time to time. This is a new role in a small newly formed team bringing together existing staff from different areas working on sustainability related workstreams, so the post-holder will be expected to be flexible and help develop a changing role. The role post holder is expected to be comfortable delivering both strategic planning and hands on action. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.