

## Nominations and Remuneration Committee

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|---------------------|----------------------------------|
| Date of Meeting     | Thursday 24 September 2020       |
| Paper Title         | Climate Change Post              |
| Agenda Item         | 16                               |
| Paper Number        | NRC1-K                           |
| Responsible Officer | Martin Boyle, Executive Director |
| Recommended Status  | Disclosable                      |
| Action              | For Decision                     |

### 1. Report Purpose

- 1.1. To provide the Committee with an update on the Climate Change post and seek approval to commence a recruitment process.

### 2. Recommendations

- 2.1. The Committee is invited to:

- **Note** this review as per previous committee agreement on Thursday 28 May 2020 and subsequent board approval
- **Approve** commencement of recruitment process of climate change post for no later than January 2021 start, making use of committee's delegated authority approved by board

### 3. Report

- 3.1. The 2020/2021 Regional Outcome Agreement includes within it the Regional Plan of Action. A new project strand identified and developed as part of this Plan of Action was the implementation of a Climate Change/Sustainability project to lead on a development and enhancement of a collaborative approach to the climate change emergency declared by the Scottish Government. In doing so, the project is designed to seek to support projects within individual colleges and throughout the Glasgow College Region to create a sustainable, effective Glasgow response to this regional, national and global issue.
- 3.2. A Glasgow Regional collaborative budget of £100,000 was allocated from the GCRB Plan of Action fund. This was to be employed in part to bid for additional external funding, via the appointment of a lead post holder with this specific agenda. The matter was considered by the Nominations and Remuneration Committee in March 2020, and had been approved for progress at both committee and board.
- 3.3. The GCRB Board meeting of 27 April 2020 proposed a pause on progressing with recruitment due to on-going uncertainty caused by the Covid-19 crisis. Committee

subsequently agreed a pause on 28 May 2020 and sought delegated authority to proceed, which was granted at board on 15 June 2020.

**3.4.** As per the agreed paper of that board, the post, once recruited, will be a shared resource across GCRB and the three Glasgow colleges, performing as Regional Lead for Climate Change and Sustainability. The role description is included (Appendix A). The role will:

- Report directly to the GCRB Executive Director (but would be physically located in the most appropriate location);
- Report to GCRB Executive on a monthly basis, and to GCRB Board on a quarterly basis;
- Be expected to work towards providing a positive financial benefit to the Glasgow college region in delivering the strategic agenda of GCRB;
- Provide leadership, support and guidance on the delivery of carbon footprint reduction targets across the college region;
- Engage, collaborate and attend relevant groups across the region in delivery of role, including COP26 and beyond; and
- Provide leadership on curriculum opportunities in learning and teaching across the curriculum.

**3.5.** GCRB activity is now continuing effectively and the 2020-2021 Programme of Action activity can commence. On this basis, it is recommended that the advertising and recruitment processes now proceed with a view to commencing this important work across the colleges and region.

#### **4. Risk Analysis**

**4.1** This project is in line with GCRB Strategic Plan as well as regional, national and UK policy directives. It has direct impact upon the following GCRB risks:

*1. Poor environment scanning, and scenario planning, results in a failure to respond proactively to macro-level change;*

*2. Effective working relationships are not developed/maintained with key partners due to a focus on short-term internal priorities;*

*4. Opportunities are missed/not resourced appropriately and the potential to add value via the strategic plan is overlooked;*

*6. A failure to effectively plan/monitor our educational delivery results in the curriculum not meeting regional economic and social needs;*

*9. Failure to achieve the targets set out in the Regional Outcome Agreement lessens our ability to meet regional needs;*

*17. Scenario planning and stress testing of operational activity is inadequate to appropriately mitigate against major incident which impacts upon activity.*

**5. Legal Implications**

**5.1.** There are no additional legal implications.

**6. Resource Implications**

**6.1.** There are no additional resource implications beyond agreed funding.

**7. Equalities Implications**

**7.1** There are no additional equalities implications. Equalities guidelines will be utilised through the recruitment process.

**8. Strategic Implications**

**8.1** This objective is directly linked to GCRB strategy, as well as national and regional strategy.

# Job Description

## 1. JOB IDENTIFICATION

Post Title: Environmental Sustainability Manager  
(Fixed Term post – 2 years)

Responsible to (Post Title): Glasgow Colleges' Regional Board (GCRB)

Last Update: September 2020

Version Number: Final

## 2. PRINCIPAL JOB PURPOSE

Reporting to the GCRB, Executive Director, the post holder is required to manage a number of projects across the three Glasgow Colleges i.e. Glasgow Kelvin College, City of Glasgow College and Glasgow Clyde College.

One of the main tasks would be to assist in the development of material for use within courses where applicable on environmental matters/sustainable development for the student population. Materials produced can then be further developed for use as appropriate throughout the Glasgow region using an online training tool which could be rolled out across the education sector. Providing effective advice and guidance on environmental and sustainability across the curriculum will be a key focus.

The post holder should also work with each of the three colleges to develop shared/collaborative projects, identify external projects, and to secure funding via various external sources. This includes working with a variety of staff across the colleges concerned to develop bids.

The post holder will require to manage various projects in the environmental/sustainability arena across the three colleges and will work closely with the Estates Managers/related estates staff, Procurement and the various Student Associations. This should include working towards providing a positive financial benefit to the Glasgow college region in delivering the strategic agenda of GCRB. This will include grant applications, and contributing to activity which provides leadership, support and guidance on the delivery of carbon footprint reduction targets across the region.

The post holder will work with internal and external stakeholders to engage, collaborate and attend relevant groups across the region in delivery of role, including COP26 and beyond, to provide a sustainable strategic approach.

The post holder will assist in completing the mandatory annual Public Bodies Climate Change Duties Report.

The post holder will require to produce reports for GCRB in relation to the work undertaken.

This post is being offered as a fixed term post for 2 years.

### 3. MAIN DUTIES & RESPONSIBILITIES

The main activities of the post to be undertaken by the post holder are:

- Work with lecturing/ICT staff to develop teaching material to raise awareness of the climate change arena amongst the student population of the three colleges concerned.
- Assist with embedding sustainability in the curriculum;
- Assist in the development of an adaptation plan and climate change risk assessment;
- Assist development of climate change report and help achieve actions within;
- Assist in embedding and monitoring sustainable objectives within supplier contracts in conjunctions with the Procurement Service and stakeholders
- Assist with securing grant funding for sustainability/environmental projects
- To be an active member across the three colleges in relation to the sustainable/environmental work each college undertakes;
- Assist in the development of an aspects and impacts register for each college and manage outputs;
- Involvement in new initiatives/projects as they arise to the benefit of Glasgow as a region in the area of environmental/sustainability;
- To engage with EAUC and remain abreast of new developments;
- Assist each college with the Sustainable Development Goals Accord project;
- Prepare reports/materials in the modes required i.e. for Board level meetings, for submission onto websites etc.
- Active involvement in sustainability/environmental activities;
- Submission of award applications for each college in relation to sustainability agenda;
- Involvement in preparing a programme for Green Week in conjunction with the Students Associations;
- Liaison with the Students Associations in respect of environmental sustainability;
- Identify opportunities and approaches to change behaviours to improve environmental performance;
- Further develop engagement with EAUC (such as sustainability for smaller institutions group).
- Oversee and manage projects as they arise in conjunction with estates staff/Students Associations as appropriate;
- Take forward new initiatives in relation to the environmental/sustainability arena to the benefit of the Glasgow colleges concerned;
- Keep abreast of developments in the environmental/sustainability arena which may be relevant to the College's activity and future direction.

#### **General**

- Respect the confidentiality of matters relating to learners and staff;
- Understand and comply with the requirements of the regulatory framework for colleges in particular the Data Protection Act and the Freedom of Information Act;
- Ensure the Health and Safety of staff and students in all aspects of College activity by exercising a duty of care for personal health and safety and that of others who may be affected by their actions;
- Carry out any other duty commensurate with the post as required.

The duties of this post will be reviewed periodically and may, in consequence, be modified to meet new requirements and the exigencies of the service.

## 4. COMMUNICATIONS (Internal & External)

The Environmental Sustainability Manager will communicate regularly using a variety of methods with internal and external stakeholders.

The Environmental Sustainability Manager has working relationships with staff at all levels, but specifically with GCRB, Estates & Facilities Managers and the Students Associations to contribute to the delivery of the environmental agendas across the Glasgow region.

The post-holder is required to develop and maintain relationships with stakeholders both internal and external to the Colleges and within GCRB.

## 5. ASSIGNMENT AND REVIEW OF WORK

The Environmental Sustainability Manager will have agreed objectives and responsibilities for this role set by GCRB.

## 6. Essential KNOWLEDGE, SKILLS & EXPERIENCE

### Qualifications:

- Ideally educated to degree level or above in sustainability/environmental matters; and
- Evidence of appropriate CPD.

### Knowledge:

#### Demonstrable knowledge of

- Sustainable and Environmental Project Development
- Carbon reduction targets and reporting
- Completion of funding applications including submission of follow up reports required
- Sustainable Procurement Duty

### Skills and Competencies:

- Excellent verbal and written communication skills;
- Ability to work within established systems and processes;
- Ability to work independently with limited supervision;
- Ability to work using own initiative;
- Ability to multi-task several projects across different institutions;
- Ability to work as a member of a support team;
- Ability to maintain good working relationships with internal and external stakeholders;
- Ability to oversee projects to completion; and
- Ability to deliver key tasks within deadlines.

### Experience:

- Administrative processes
- Funding application completion and submission; and
- Environmental/sustainability matters.

## 7. WORKING ENVIRONMENT

### Physical:

- The post will involve the use of a PC;
- Keyboard skills for production of paperwork and reports;
- Operation of a wide range of office machinery/equipment, including:
  - Personal computer for production of relevant documentation and use of e-mail;
- Will be required to move between all the colleges campuses:

### Working environment:

- Will require to work around all of the main campuses and may be required to travel where this is required to meet college objectives.