

Career Destinations

Job Description and Person Specification

JOB DESCRIPTION

Post title:	BEES Sustainability Practice Assistant		
Academic Unit/Service:	Sustainability Action Programme & University of Southampton Students' Union		
Faculty:	Engineering & the Environment		
Career pathway:	ERE*/TAE/MSA/CAO/R.Nurse/Clinical	Level:	
*ERE category:	Balanced portfolio/Research focused/Teaching focused/Enterprise/Education development		
Posts responsible to:	SUSU Sustainability Manager (Level 3)		
Posts responsible for:	-		
Post base:	Office-based		

Job purpose

To develop tools to improve business ethical and environmental practice for the Business Ethics and Environment Students (BEES) Programme.

Key accountabilities/primary responsibilities		% Time
1.	To action the strategy for improving ethical and environmental practice in local businesses and organisations	30
2.	To refine existing initiatives for improving ethical and environmental practice in local businesses and organisations, based on experience and feedback	30
3.	To support the development of student training for the implementation of the tools in local organisations	20
4.	To support the BEES team in other related activities as appropriate	20
5.	Any other duties as allocated by the line manager following consultation with the post holder.	

Internal and external relationships

Internal: to work with all members of the BEES programme in the Students' Union and the University


External: to liaise with local businesses under the guidance of the project managers as appropriate

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge & experience	Working towards or completion of a good undergraduate degree Understanding of sustainability issues	Knowledge of issues of ethical and environmental practice in businesses Understanding of business priorities and challenges Experience of delivering campaigns/interventions to improve sustainability engagement and practice	Application Application & Interview Application & Interview Application & Interview Application & Interview
Planning & organising	Ability to work to deadlines and manage multiple tasks at one time		Application & Interview
Problem solving & initiative	Ability to assess the needs of specific groups of individuals and communicate actions		Application & Interview
Management & teamwork	Ability to take initiative Ability to work independently and as part of a team		Application & Interview Application & Interview
Communicating & influencing	High level of written and verbal communication skills Ability to build good relationship with a wide range of colleagues across the organisation.		Application & Interview Application & Interview
Other skills & behaviours	Attention to detail		Application & Interview
Special requirements	NA		

JOB HAZARD ANALYSIS

Is this an office-based post?

	If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below.
<input type="checkbox"/> No	If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

- HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (eg: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: •			
Frequent hand washing			
Ionising radiation			
EQUIPMENT/TOOLS/MACHINES USED			
## Food handling			
## Driving university vehicles(eg: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)			
PHYSICAL ABILITIES			
Load manual handling			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
PSYCHOSOCIAL ISSUES			
Face to face contact with public			
Lone working			
## Shift work/night work/on call duties			