

JOB DESCRIPTION

JOB TITLE	ESG Manager
DATE	July 2025
DIVISION	Healthcare & Education (SEF)
SITE / OFFICE	Designated Region – SEF
REPORTS TO	Head of FM
BAND	Private & Confidential

ROLE OVERVIEW

This recruitment campaign is being managed by **OCS Group UK** on behalf of **Sussex Estates and Facilities LLP (SEF)** - which is a partnership formed between OCS and the **University of Sussex (UoS)**. SEF is the direct employer for this role and is responsible for delivering facilities management services across the University of Sussex estate.

OCS is proud to partner with the University of Sussex in this long-term collaboration. With a workforce of over 50,000 colleagues and a turnover exceeding £2 billion, OCS is a market leader in delivering innovative and award-winning services across facilities management, including hard services, cleaning, security, and catering. These strengths underpin our commitment to excellence in the SEF partnership.

Our shared mission is to enhance the University campus by ensuring it operates smoothly and efficiently, aligning with the University's values and commitment to sustainability. Together, we are dedicated to making the campus a better place for students, staff, and the broader community. The partnership is built on the core values of **Trust, Respect, Unity, and Empowerment**, guiding how we work and deliver services.

Please note: The employing organisation for this role will be Sussex Estates and Facilities LLP.

This role covers SEF, reporting to the Head of FM.

The ESG Manager has primary responsibility for ensuring SEF delivers its ESG commitments on The University of Sussex contract. This role encompasses a wide range of topics including energy/carbon management and social value.

KEY TASKS & RESPONSIBILITIES

Functional -

- Create and manage a contract specific sustainability strategy which aligns to University of Sussex's Sustainability Strategy
- Conduct annual carbon impact assessments and develop and maintain a carbon reduction plan
- Establish and create a network of Sustainability champions
- Collaborate with UoS sustainability working/steering groups and be actively involved in supporting the
- Develop and manage OCS's Volunteering initiatives for SEF on behalf of the University
- Regular reporting and collation of various ESG data (e.g. social value) to UoS and OCS UK&I
- Maintain a structured environmental and energy management system aligned to ISO 14001 and 50001
- Work with OCS UK&I ESG team on wider programs e.g. share best practice case studies and support on group wide audits
- Facilitate the University's ESG activities, acting as liaison between the operational team and the University's sustainability team
- Work with the grounds and maintenance teams to support the biodiversity objectives
- Collaborate with UoS sustainability working/steering groups and be actively involved in supporting the 'living laboratory'
- Collaboratively identify opportunities, co-develop and trial solutions and co-invest in those with measurable benefits to both parties

General

- Avoid conflict of interests between personal interests and the interests of the UK & Ireland group.
- Exercise independent judgment, reasonable care, skill and diligence when carrying out their duties.
- Act in good faith and promote the long-term success of each company within the UK & Ireland group for the benefit of all members and wider stakeholders.
- Adhere to and promote the UK & Ireland group's policies on equality & diversity, information security, health and safety and data protection in the performance of their duties and the management of the departmental function reporting into them.

QUALIFICATIONS, SKILLS & EXPERIENCE

Necessary

- 3+ years of sustainability
- Experience of successfully creating and/or managing ESG related management plans within an organisation

Desirable

- Familiarity or experience in carbon management/measurement
- Familiarity or experience in waste management

- Qualifications/training in sustainability or related area
- Experience in managing volunteering, community/social impact initiatives
- Applicants with qualifications in sustainability/ESG related areas are strongly preferred - this may not be their degree subject as such degrees, but could be a post graduate qualification in ESG/sustainability or similar

CORE EXPECTATIONS

- Show flexibility in working arrangements to ensure that a high level of service is delivered.
- Self-motivated and able to work effectively in a fast-paced environment
- Have a positive and focused attitude when dealing with all colleagues
- Be able to take personal responsibility
- Have a flexible and positive attitude towards work
- Be keen to continuously improve own learning and development
- Support and embed the UK & Ireland group's corporate values.

KEY PERFORMANCE INDICATORS

- As agreed between you and your line manager on an annual basis.

WORKING ARRANGEMENTS

- Full time (37.5 hours per week) Monday to Friday with occasional weekend working when required.
- Based at both University of Sussex Campus and Jubilee, with travel dependent on business needs.

Commented [JS1]: Days of Working: Monday to Friday with occasional weekend working when required.

Commented [JS2R1]: SEF note: 3. Role Location: I'd suggest the role is based between Jubilee and Hastings. They'll need to work closely with our Logistics Manager on operational waste and collaborate with several other teams, so proximity to both sites seems ideal. Assume this role can be done remotely few days a week as well if requested?