

# Job Description & Person Specification

## JOB DESCRIPTION

Post title:	<b>National Institute for Health and Care Research (NIHR) Head of Sustainability</b>		
Generic post title and code:			
Standard Occupation Code: (UKVI SOC CODE)			
School/Department:	School of Healthcare Enterprise and Innovation		
Faculty/Directorate:	Medicine		
Job Family:	Management, Specialist and Administrative (MSA)	Level:	6
Career Pathway (*ERE):	N/A		
Post title of Line Manager:	Deputy Chief Executive, NIHR Coordinating Centre		
Post title(s) responsible for:	Direct line management: Implementation Lead (MSA5), Project Support Assistant (MSA3)		
Post base:	Office-based or remote (hybrid working available)		

Job purpose
The National Institute for Health and Care Research (NIHR) is committing to a transformational programme to address carbon reduction and sustainability with implications for strategies, systems, processes and culture. This national role, hosted within the NIHR coordinating centre, will lead the development and implementation of the NIHR Sustainability programme, working in collaboration with the Department of Health and Social Care, NIHR Centres and other national stakeholders with a commitment to Net Zero.

Key accountabilities/primary responsibilities	% Time
1. To develop and lead the NIHR Sustainability strategy and its implementation, including a performance framework for monitoring and reporting.	30 %
2. To provide senior expertise on environmental sustainability across the NIHR, supporting the NIHR Board, Centres Executive Board and other leaders across the NIHR to ensure sustainability underpins delivery of all aspects of NIHR business. To champion carbon efficiency and sustainability and ensure that they are embedded in all of NIHR's work	20 %
3. To lead a central NIHR sustainability team and develop an NIHR sustainability network with colleagues in other NIHR Centres and DHSC to support implementation and staff engagement.	20%
4. To ensure that sustainability management and governance frameworks are fit for purpose and effectively support the NIHR to meet its legal obligations and annual reporting requirements, such as the Greening Government Commitments	10 %
5. To develop key alliances and positively engage with external organisations to ensure NIHR takes account of the external landscape; and to enhance the NIHR's reputation, and	15 %

Key accountabilities/primary responsibilities		% Time
	ensure that NIHR stakeholders are fully involved in helping develop NIHR's Sustainability strategy and its implementation	
6.	Any other NIHR duties, as allocated by the line manager following consultation with the post holder	5%

Internal and external relationships
<p><b>Internal</b>            Colleagues within the School of Healthcare Enterprise and Innovation, Faculty of Medicine and the wider University</p> <p><b>External</b>            Colleagues in other NIHR coordinating centres            Department of Health and Social Care and other government departments            NHS England, NHS Improvement and Greener NHS            Academic and expert community            Local Government sector            Devolved Administrations            UK and international research funders</p>

Special Requirements of the Role
This post will require flexibility as it involves some travel (predominantly within the UK) with occasional overnight stays

## PERSON SPECIFICATION

Criteria	Essential	Desirable
<b>Qualifications, knowledge and experience</b>	<p>Skill level equivalent to achievement of a professional qualification or postgraduate degree in a numerate or analytical subject area.</p> <p>Proven experience of managing significant change in complex, national, public sector/government cross-organisational environments</p> <p>Specialist knowledge and proven strategic management skills in developing and implementing organisational carbon reduction and sustainability initiatives.</p> <p>Experience of working with and influencing senior people of national standing</p>	<p>Membership of relevant professional body.</p> <p>Awareness of the NIHR infrastructure and policy context</p> <p>Understanding of research methods and the wider research funding landscape</p>
<b>Planning and organising</b>	<p>Able to plan and shape the direction of specialist or professional area of activity</p> <p>Able to organise major new initiatives, with little or no precedent</p> <p>Ability to design, develop, interpret and implement policies</p>	
<b>Problem solving and initiative</b>	<p>Able to develop significant new concepts and original ideas within one's field in response to intractable issues of importance</p> <p>Ability to respond appropriately in unplanned and unforeseen circumstances</p>	
<b>Management and teamwork</b>	<p>Able to proactively develop team dynamics and performance, ensuring quality standards are consistently achieved.</p> <p>Able to lead teams both within and outside direct line management structures, in a matrix working framework.</p> <p>Able to foster positive relationships both within and outside of own department, and across other organisations operating different governance models</p> <p>Able to proactively work with senior managers across the NIHR to achieve key deliverables</p> <p>Able to plan and manage a budget</p>	
<b>Communicating and influencing</b>	<p>Excellent written and oral communication skills</p> <p>Able to negotiate effectively on behalf of the department and organisation on key issues.</p> <p>Able to develop and lead key strategies and policies</p> <p>Able to engage with stakeholders, in particular members of the public, patients, researchers and evidence users</p>	
<b>Other skills and behaviours</b>	<p>Able to demonstrate alignment with the University's School of Healthcare Enterprise and</p>	

	Innovation, and NIHR's core values in all areas of work, and champion those behaviours High standards of professional probity	
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## JOB HAZARD ANALYSIS

### Is this an office-based post, with routine hazards?

<input checked="" type="checkbox"/> Yes	This is an office-based post with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete/remove the section below.
<input type="checkbox"/> Partly	This is an office-based post with some non-routine hazards (eg: contact with the public and/or shift work). Please complete the analysis below.
<input type="checkbox"/> No	This is a non office-based post and has some hazards. Please complete the analysis below.

### HIRING MANAGER

Please complete this section as accurately as possible to ensure the safety of the post-holder.

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			

## - 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.