

## Assistant Manager - Sustainability

## Job Description

1. Job Details			
<b>Position Title</b>	Assistant Manager - Sustainability	<b>Job Code</b>	
<b>Reports to</b>	Associate Director	<b>Job Band</b>	Professional / Manager
<b>Department</b>	General Services	<b>Job Grade</b>	7
2. Job Objective			
To oversee the sustainability division of the General Services Department, assist the College in defining sustainability goals, developing performance metrics, and helping to refine long-range plans for sustainability and help integrate College campuses planning, projects, and operations with academic programs, student and faculty research, civic engagement initiatives, and community outreach. To work closely with administrators, faculty, students, and staff to identify, develop, implement, and promote collaborative strategies that advance HCT's core values and strategic sustainability related priorities.			
3. Main Responsibilities			
Strategic			
Think beyond short term objectives to consider the broader vision and strategic goals of HCT related to sustainability.			
Support in cascading the overall functional strategy into operational goals.			
Plan and develop long- and short-range sustainability programs; engage with institutional leaders to foster sustainability broadly across campus departments and offices;			
Facilitate the achievement of strategic objectives by allocating resources and focusing the efforts of the team.			
Operational			
Foster a culture of sustainability across all operational disciplines of the College and among students, faculty, and staff.			
Identify and prioritize areas for institutional sustainability initiatives.			
Network with peer institutions to maintain current working knowledge of sustainability best practices on College campuses.			
Monitor and evaluate program effectiveness, document performance and trends, and recommend modifications to improve institutional effectiveness.			
Help coordinate sustainability responsibilities assigned to other facilities functions.			
Collaborate with faculty, staff, students, administrators, and campus committees to advance HCT's leadership in campus sustainability and environmental education.			
Manage and facilitate sustainability initiatives in College operations by providing information and assistance to College administration, Facilities services, information technology services, and other departments and programs.			
Prepare annual greenhouse gas emissions inventory, carbon footprint, and annual sustainability reports; disseminate results and analysis of progress toward carbon neutrality, utility management, and overall campus sustainability in conjunction with department colleagues and consultants.			
Lead the effort to update the College's sustainability action plan in order to include all aspects of the campus's sustainability efforts.			

**Disclaimer:** Job descriptions are not exhaustive and the job holder may be required to undertake duties which are in line with but not limited to the above responsibilities

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Prepare the College's Sustainability Tracking and Assessment Rating System (STARS) submission; update the submission annually to keep its information current; disseminate and communicate its results; identify means and methods for continuous improvement.

Liaise with sustainability directors or equivalents at other education institutions, businesses, governments, and the community to share experience and practices and promote collaboration.

Support the academic mission of the College and present at campus-wide staff, faculty, and student meetings; act as the liaison between academics and operations at HCT in order to create a living laboratory environment for students around sustainability topics.

Aid in the implementation and development of educational materials as needed; provide support to students, faculty, and staff for the development of course content, academic projects, presentations, and experiential opportunities related to sustainability.

Provide technical direction for the planning, design, construction, and operation of sustainable buildings, systems, and infrastructure; work with project / Engineering teams and building operations teams at GS to integrate sustainable practices in projects, master planning, maintenance, and renewal; ensure that the design, commissioning, and operation of facilities and infrastructure achieve or exceed sustainability goals.

Complete incentive applications for all campus energy-related projects; perform necessary analyses to maximize financial opportunities for the College; identify, track, and complete incentive and grant opportunities on behalf of the College.

Lead planning, development, and management of projects related to renewable energy for the campus; include economic forecasting, utility generation capacity, and project site concept; review, negotiate, and manage the College's program and conduct contractual document review as needed; prepare board materials for project approval.

Oversee the office of sustainability budget, including forecasting, tracking, and verification.

Support and Coordinate the action plans of the HCT sustainability Steering Committee.

Support campus life engagement in sustainability programs including orientation, community advisors; Promote sustainability and educational collaborations with the Student services office in the College.

#### Leadership Role

Ensure that all objectives for any subordinates are aligned to the General Services Department's strategy.

Tailor activities to the development needs of any subordinates and provide guidance on how to perform tasks.

Provide supervisory guidance to staffing levels, training programs, and in planning the use of resources to ensure that the college achieves sustainability goals

Actively and effectively listen to others and help them resolve issues or overcome difficulties.

Use appropriate situational leadership style depending on individual ability and the task to be accomplished e.g. directing, coaching, supporting, and delegating for any subordinates.

Contribute in an effective and efficient manner to the development of UAE Nationals.

#### 4. Qualifications

- Minimum of a Bachelor's degree in Engineering preferably in Mechanical or Electrical Engineering.
- Post Graduate Professional diploma in Sustainability / Green Technology is preferable.
- LEED Green Associate / LEEP AP or equivalent accreditation is preferable.
- Excellent communication skills including writing, public speaking, and computing skills; demonstrated

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experience publishing in academic peer-reviewed journals, books, or other professional publications preferred.

- Knowledge of sustainability theories and best practices, local, national, and global sustainability and environmental initiatives; familiarity with the networks of organizations (governmental, non-governmental, and academic) involved in advancing sustainability policy and action.

#### 5. Experience

- Minimum of Five (5) years of relevant work experience in in management, sustainability, or related programs required; experience in facilities Management setting desired.
- Ability to creatively overcome obstacles and be persistent; skilled in working with a diverse community.
- Able to work independently, but is an excellent collaborator and team player.
- Demonstrated record of personal accomplishments executing sustainability initiatives.
- Strong working knowledge of Microsoft Office products including Excel, PowerPoint, and other presentation software.

#### 6. Key Performance Indicators (KPIs)

Refer to HCT's performance management framework for job-specific KPIs.

#### 7. Competencies (F-Foundation; B-Basic; I-Intermediate; A-Advanced; M-Mastery)

Technical	Level				
	F	B	I	A	M
Project Management			√		
Report Analysis				√	
Report Writing, Editing and Proof Reading				√	
Microsoft Office – Suite				√	
Behavioral	Level				
	F	B	I	A	M
Productive Communication				√	
Innovation and Creativity				√	
Teamwork and Collaboration				√	
Excellence Orientation				√	
Customer-Focus				√	
Analytical Problem Solving				√	
Adaptability				√	

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Leadership	Level				
	F	B	I	A	M
Strategic Planning & Implementation				√	
Decision Making				√	
People Development & Empowerment				√	
Change Management				√	
Resource Management				√	

(Job Incumbent)

**Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Note: Please initialize each page

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