



SUSTAINABILITY IN JOB DESCRIPTIONS

Below you will find suggestions for language you can use in one or more sections of a job description.

Department Overview

- The department seeks to fulfil its mission in the most sustainable way possible.
- The department functions in a sustainable manner, in accordance with its sustainable working policies and procedures.

Preferred Qualifications

- Familiarity with sustainable working practices.
- Experience of online collaboration with colleagues while being mindful of digital footprints.
- Interest and knowledgeable in fields of sustainability - including environmental and social sustainability as it relates to working practices.

Job Responsibilities

Use one or more of the following as 5% or more of job responsibilities:

- Tries new and sustainable practices: whenever possible, employee tries to reduce the negative environmental impact of their work - especially their waste and greenhouse gas emissions.
- Employee improves their knowledge regarding sustainable practices wherever possible.
- Engages in sustainable practices while in the workplace - accepts and follows sustainable workplace policies and procedures.
- Seeks improvements to the sustainable working policies and procedures.
- Involvement in improving workplace's sustainability - seeks methods to make departmental functions more sustainable and takes an active role to initiate change in this direction.
- Partakes in training around sustainability practices. Understands:
 - What can be recycled on campus, and how to recycle it.
 - How to minimize energy and water use in the areas where they work.
 - How to purchase sustainable products (*if job has purchasing responsibilities*).
 - Where the communal office supply space is.
 - Sustainable working policies and procedures and is able to effectively communicate them to colleagues, students and visitors.
- Interest in and dedication to sustainability.

- Whenever a sustainable working practice can be improved or is not being performed, the employee takes it upon themselves to rectify the situation.
- Seeks ways to reduce waste, water, and energy usage within the office.

Competencies

Expertise

An awareness of:

- What can be recycled on campus, and how to recycle it properly.
- How to minimize energy and water use in the areas where they work.
- How to minimize the production of waste through the use of reusable materials, minimizing purchasing of new products, sharing and re-using equipment and materials as appropriate.
- How to purchase sustainable products (*if job has purchasing responsibilities*).
- Where the communal office supply space is.
- How to run a sustainable event (*if event planning is part of job*).
- How to scan and print double sided.
- Digital footprints and how to effectively manage them.

Continuous Improvement

- Looks for new ways to make the workplace more sustainable.
- Develops new skills and knowledge of workplace sustainability practices.
- Increases knowledge of the organisation's sustainability-related goals, policies and practices.

Customer Focus

- Able to communicate sustainable workplace practices to colleagues, students and visitors in a non-confrontational manner.
- Able to make workplace practices meet the needs of customers while also helping the organisation reduce its environmental footprint.

Resourcefulness and Results

- Seeks methods to make departmental processes more sustainable and takes an active role to initiate change in this direction.
- Understands how to get answers to questions about sustainability on campus, including recycling, sustainable events, saving water and energy, purchasing options, etc.

Leadership

- Provides guidance to colleagues and visitors on sustainable workplace practices.
- Trains new hires and student staff on appropriate sustainable workplace practices.
- Acts as a catalyst for change to move the workplace towards more sustainable practices.
- Promotes the embedding of sustainable practices in the workplace in policy and culture.
- Awareness of how to link sustainability to the organisation's strategy.