

Roles, Responsibilities & Training

Name	Position	Contact Details	Roles and Responsibilities	Competency requirements	Competence	Training
Professor David Green CBE	Vice Chancellor and Chief Executive	d.green@worc.ac.uk	Lead responsibility and sponsor for sustainability in UW at executive level, member of Vice Chancellors Advisory Group and university Board of Governors	<ul style="list-style-type: none"> Knowledge of the University's entire range of activities and impact. Knowledge of Environmental Management Systems and environmental indicators. 	As sponsor for sustainability, receives updates of environmental activities and performance, regularly meets with the Director of Sustainability.	<ul style="list-style-type: none"> Attended several workshops/ conferences on sustainability and net zero.
John-Paul Wilson	Deputy Pro Vice Chancellor Research	j.wilson@worc.ac.uk	Chair Sustainability Strategy Group	<ul style="list-style-type: none"> Knowledge of the University's entire range of activities and impact. 	As Chair of SSG, receives updates of environmental activities and performance, regularly meets with the Director of Sustainability.	<ul style="list-style-type: none"> https://www.youtube.com/watch?v=ndcSYJMtx4 sent video 11.10.22
Rob Bonham	Director of Finance	r.bonham@worc.ac.uk	Provides the human and financial resources to implement the EMS. Line manager to Director of Estates and Facilities.	<ul style="list-style-type: none"> Knowledge of the University's property portfolio, agreements, and obligations. 	Chair of new Energy Committee	<ul style="list-style-type: none"> EMS overview video 8.6.15 confirmed viewed. Sent new link 17.5.18 https://www.youtube.com/watch?v=ndcSYJMtx4
Mark Hughes	Director of Estates and Facilities	m.hughes@worc.ac.uk	<ul style="list-style-type: none"> Senior Manager responsible for all Estates and Facilities and Sustainability. Coordinates facilities area leads for energy, water, and emissions and discharges. Construction/refurbishment, waste and biodiversity, Health and Safety. 	<ul style="list-style-type: none"> Knowledge of the University's entire range of activities and impact. Knowledge of the University's property portfolio, agreements, and obligations. Knowledge of Environmental Management Systems and environmental indicators. 	<ul style="list-style-type: none"> As a Sustainability Strategy Group member receives updates of environmental activities and performance. As a Facilities Sustainability Monthly meeting member, actively contributes to the development and implementation of environmental policies and initiatives. Receives updates from Estates colleagues who contribute to the University's environment programme. Provides support to Head of Safety Services on staff welfare and safety. Member of new Energy Committee 	<ul style="list-style-type: none"> AM&T and BMS management. General climate change awareness. Emergency planning serious incident practice-gold command. Asbestos Duty to Manage Training annually with latest attendance being 5 March 2020.
Katy Boom	Director of Sustainability	k.boom@worc.ac.uk	<ul style="list-style-type: none"> EMS Manager. Organises environmental management programme. Leads environmental programme; coordinates environmental reviews, identifies and prioritises environmental aspects and impacts; coordinates setting of objectives/targets. Assigns roles, responsibilities and authority and informs individuals about their obligations including suppliers and contractors. Manages the environmental training programme. Deals with external/internal communications. 	<ul style="list-style-type: none"> Knowledge of the University's entire range of activities and impact. Knowledge of the University's property portfolio, agreements and obligations. Wide breadth of knowledge of environmental issues, with emphasis on the HE sector. Good understanding of the implementation and operations of Environmental Management Systems and auditing. Good understanding of legislation relevant to the University and how to achieve compliance. 	<ul style="list-style-type: none"> Leads environmental sustainability for the university, internally and externally. Coordinator for environmental training and awareness raising and maintenance of EMS training records. Coordinates and communicates environmental updates, initiative and schemes to the University community. Attends EcoCampus training workshops and EAUC conferences. Receives updates and best practice from colleagues 	<ul style="list-style-type: none"> IEMA Environmental Auditor Course. Annual EAUC Conferences, including presenting workshops. Chair Midlands Sustainable Education Network. Advance HE Teaching fellow EAUC Fellow Carbon Literacy trainer Numerous conference presentations and attendances to keep abreast of strategic direction for sustainability covering campus, community and curriculum.

Roles, Responsibilities & Training

Name	Position	Contact Details	Roles and Responsibilities	Competency requirements	Competence	Training
			<ul style="list-style-type: none"> Checks that UJW complies with relevant legislation and requirements, organises the programme of internal audits and management reviews. Approves and controls EMS documents such as procedures to those involved including suppliers and contractors. Compiles, updates, stores and distributes documents such as procedures to those involved including suppliers and contractors. Ensures all relevant legislation and requirements are identified, listed and updated. Ensures internal EMS auditors are appropriately trained; implements the recommendations/corrective actions from audits and Management Review Committee meetings. Revises procedures, instructions and other EMS documentation, coordinates external audits as required; point of contact for internal environmental issues. Manages EMS compliance and document control system. Member of Green Academy curriculum implementation team. EcoCampus Module Leader for Sustainability Policy and Community Involvement. Conducts internal audits 	<ul style="list-style-type: none"> Project management skills. Ability to collaborate and network with colleagues within and outside the institution. Regular attendance of relevant environmental training, workshops and conferences. 	<p>within the sector through the EAUC mailing list.</p> <ul style="list-style-type: none"> Informs the Sustainability Strategy Group with environment activities and performance. As a Facilities Sustainability Monthly Meeting member actively contributes to the development and implementation of environmental policies and initiatives. Member of new Energy Committee 	
VACANT	Energy Officer				•	•
Mark Evans	Assistant Director – Estates	m.evans@worc.ac.uk	<ul style="list-style-type: none"> Overall responsibility for Estate staff. Managing contractors and Estates staff. Initiates projects from Sustainability Strategy. Responsibility for capital projects and delivering energy performance standards in new development. Responsibility for Operations Manager – Estates who is responsible for the Maintenance Team and Energy Manager. Responsibility for Compliance Coordinator. 	<ul style="list-style-type: none"> Knowledge of the University's property portfolio, agreements and obligations. Knowledge of Environmental Management Systems and environmental indicators. Understanding of legislation and compliance checking, safety and hazard awareness, pollution prevention. Applying the University's sustainable construction guide to contractors and works carried out for the University. 	<ul style="list-style-type: none"> As a Sustainability Strategy Group member receives updates of environmental activities and performance. As a Facilities Sustainability Monthly Meeting member actively contributes to the development and implementation of environmental policies and initiatives. Member of new Energy Committee 	<ul style="list-style-type: none"> Asbestos Duty Holder Training – November 21st 2012 Asbestos Duty Holder Training – October 17th 2014. EMS overview video 8.6.15 Asbestos Duty to Manage Training annually with latest attendance being 5 March 2020 Legionella RP Training, July 2021.
Tom Taylor	Assistant Director – Security and Operations	t.taylor@worc.ac.uk	<ul style="list-style-type: none"> Accountable for operational collection/disposal/segregation of waste and cleaning. 	<ul style="list-style-type: none"> Understanding of environmental legislation and compliance checking, 	<ul style="list-style-type: none"> Attends EcoCampus training workshops and EAUC conferences. 	<ul style="list-style-type: none"> Use of spill kit training 2009. BICSc Cleaning and Assessor courses. EAUC Conference.

Roles, Responsibilities & Training

Name	Position	Contact Details	Roles and Responsibilities	Competency requirements	Competence	Training
			<ul style="list-style-type: none"> Accountable for UW fleet, Porters and Security Officers who patrol all sites, and the Grounds team, including biodiversity. Member of Sustainability Strategy Group. Accountable for waste area and responsible for keeping records of all waste and reuse items that leave the campus. Institutional lead for all areas relating to incident management planning and business continuity. 	<ul style="list-style-type: none"> RoSPA safety and hazard awareness, and pollution prevention. Awareness of the Environmental Management Systems. Attends relevant environmental training, workshops and conferences. 	<ul style="list-style-type: none"> Receives updates and best practice from colleagues within the sector through the EAUC mailing list. Contributes to informing the Sustainability Strategy Group with environmental activities and performance. As a Facilities Sustainability Monthly Meeting member actively contributes to the development and implementation of environmental policies and initiatives. 	<ul style="list-style-type: none"> Hazardous Waste Directive. WEEE compliance. EcoCampus CDP Environmental Legislation Workshop 2012. General awareness on Duty of Care and Waste Transfer Notes Audit Mentor ISO 14001 Training Online Auditor Course. Started May 2015 Biodiversity EAUC day conference. University of Worcester 23/03/2016. Asbestos Awareness trained. LOTY
Gill Slater	Head of Organisational Development/Learning Human Resources	g.slater@worc.ac.uk	<ul style="list-style-type: none"> Human resource strategy, staff development, wellbeing and equality and diversity related to staff. Member of Sustainability Strategy Group. EcoCampus area lead for health and wellbeing. Carbon literacy trainer 	<ul style="list-style-type: none"> Knowledge of the University's range of activities and impact. Knowledge of the University's property portfolio, agreements and obligations. Knowledge of Environmental Management Systems and environmental indicators. Capability to develop and implement policies relating to aspects of portfolio including travel planning policies. 	<ul style="list-style-type: none"> Familiar with the different aspects of the University's operations, relationships, agreements and obligations. As Sustainability Strategy Group members receive updates of environmental activities and performance. 	<ul style="list-style-type: none"> Developed and delivered the EAUC Emerging Leaders' course 2018 and 2019. Attended several workshops/conferences on wellbeing, diversity, and remote working.
Niki Smithson	Training and Development Manager	n.smithson@worc.ac.uk	<ul style="list-style-type: none"> Oversees awareness raising and delivery of the University's Sustainability Policy to new staff during the induction process. Oversees all staff training and development. carbon literacy training 	<ul style="list-style-type: none"> Familiar with different training programmes and training delivery including environmental training. 	<ul style="list-style-type: none"> Staff cascade information from Sustainability Strategy Group meetings. Human Resources experience. 	
Lucy Blunt	Assistant Director – Hospitality Services	lucy.blunt@worc.ac.uk	<ul style="list-style-type: none"> Improve overall student experience in accommodation. Awareness of campus sustainable behaviour change programmes, including Student Switch Off and Energize Worcester and sustainable travel. Line management of Residence Ambassadors. Promote sustainable practice in hospitality services. Line Manages Head of Hospitality Services. 	<ul style="list-style-type: none"> Knowledge of the University's environmental priorities and targets. Knowledge of waste and recycling practice in student accommodation. 	<ul style="list-style-type: none"> As a Facilities Sustainability Monthly Meeting member, actively contributes to the development and implementation of environmental policies and initiatives. 	<p>Sent video link confirmed viewed 20.06.17</p> <p>*Request for updated competence and training sent on 15/09/21; follow up sent on 22/09/21.</p>

Roles, Responsibilities & Training

Name	Position	Contact Details	Roles and Responsibilities	Competency requirements	Competence	Training
David Mourby	Infrastructure Coordinator	d.mourby@worc.ac.uk	<ul style="list-style-type: none"> Managing contractors. Coordinate contractor's environmental and health & safety legal compliance. Evaluation of estate's environmental legal compliance. Member of Energy Action Group. 	<ul style="list-style-type: none"> Understanding of regulations and environmental best practice relevant to the estate and legal register. Understanding of legislation and compliance checking, safety and hazard awareness, pollution prevention. 	<ul style="list-style-type: none"> Reviews environmental legislation and updates legal register with Sustainability Coordinator. 	<ul style="list-style-type: none"> Environmental legalisation meeting with MS 13th March 2014. Zeta training / overview of the system on the 3rd February 2014. Asbestos Duty Holder Training – October 17th 2014. Asbestos Duty to Manage Training annually with latest attendance 5 March 2020. Legionella Training for Duty Holders November 2021.
Phil Mole	Campus Services Supervisor with responsibilities for waste	p.mole@worc.ac.uk	<ul style="list-style-type: none"> Key role in waste management and training/supporting cleaning staff and provides support and advice to Tom Taylor. Environmental auditor. Provides advice on environmental compliance, helps to co-ordinate waste and some environmental records including Hazardous Waste register and WEEE records. 	<ul style="list-style-type: none"> Understanding of environmental legislation and compliance checking, RoSPA safety and hazard awareness, pollution prevention. Good understanding of the implementation and operations of Environmental Management Systems and auditing. 	<ul style="list-style-type: none"> Receives updates of legislative requirements including explanation on achieving compliance. Undergone relevant training and professional development as detailed in the grounds management training log. Attends Cedrec/EcoCampus training workshops. Receives updates and best practice from colleagues within the sector through the EAUC mailing list. 	<ul style="list-style-type: none"> Cedrec EcoCampus Legislation Webinar - (November 2014, April 2015) Cedrec – Environmental Legislation training Birmingham 27th January 2015. Introduction to EMS site audit proforma Feb 2015. Conducted a number of site audits under supervision. Audit Mentor ISO 14001 Training Online Auditor Course 2015 Chartered Institution of Waste Managers (CIWM) WasteSmart online learning programme Feb 2016 Emerging Leaders EAUC Spill response training completed 23/1/19; spill training completed in 2020 via video update. Risk assessment manual handling training 2020.
Alan Box	Grounds Manager	a.box@worc.ac.uk	<ul style="list-style-type: none"> Responsible for grounds management. Implements the Grounds Management Plan and Biodiversity Action Plan as part of the EcoCampus EMS. Responsible for recording all waste and reuse items that leave the campus. 	<ul style="list-style-type: none"> Understanding of environmental legislation and compliance checking, RoSPA safety and hazard awareness, pollution prevention. 	<ul style="list-style-type: none"> As a Strategic Biodiversity Management Group member receives updates of biodiversity activities and performance. Receives updates of legislative requirements including explanation on achieving compliance. Undergone relevant training and professional development as detailed in the grounds management training log. 	<ul style="list-style-type: none"> Biodiversity legal compliance review meeting with Sustainability Coordinator March 2014. Biodiversity EAUC day conference. University of Worcester 23/03/2016. NEBOSH National General Certificate 28/03/18. Environmental awareness training completed on 3/03/21 Spill kit training completed on 22/02/21
Adam Davis	Operations Manager - Estates	adam.davis2@worc.ac.uk	<ul style="list-style-type: none"> Managing contractors. Coordinate contractor's environmental and health & safety legal compliance. Evaluation of estate's environmental legal compliance. Applying the University's sustainable construction guide to contractors and works carried out for the University. 	<ul style="list-style-type: none"> Knowledge of the University's property portfolio, agreements, and obligations. Knowledge of Environmental Management Systems and environmental indicators. Understanding of legislation and compliance checking, safety and hazard awareness, pollution prevention. 	<ul style="list-style-type: none"> Awareness of environmental risk management for facilities management. 	<p>Introduction meeting and videos sent: https://www.youtube.com/watch?v=ndcSYJMmtx4 https://www.youtube.com/watch?v=8qqqHtc4cOM</p>

Roles, Responsibilities & Training

Name	Position	Contact Details	Roles and Responsibilities	Competency requirements	Competence	Training
Helen Proctor	Head of Security and Operations	h.proctor@worc.ac.uk	<ul style="list-style-type: none"> Responsible for the operational collection, disposal, segregation of waste/Cleaning/UW Fleet/Campus Services/Security Officers who patrol all UW sites/Print Services/Grounds team, which includes biodiversity. Responsible for keeping records of all waste and reuse items that leave the campus. Promote sustainability initiatives across Security & Operations teams Promote energy saving measures across Security & Operations teams, particularly for security whilst conducting patrols of the sites out of hours Responsible for ensuring that environmental incidents are recorded on the University incident reporting system (Archibus) Responds to emergency events, ensuring security and operations teams are fully effective and aware of required response. 	<ul style="list-style-type: none"> Understanding of environmental legislation and compliance audit processes. Awareness of the EMS. Attend relevant environmental training workshops/conferences. RoSPA safety and hazard awareness. Knowledge of the University's environmental priorities/ targets. Knowledge of emergency response Awareness of the re-use/recycling and waste regulatory requirement 	<ul style="list-style-type: none"> Receive updates of legislation requirement related to areas of responsibility Experience as a senior manager in an organisation with ISO14001 & 9001 accreditation. Assisted with the audit process. 	Sent video link 10.3.17, confirmed viewed
Caroline Hornigold	Cleaning Services Manager	c.hornigold@worc.ac.uk	<ul style="list-style-type: none"> Management of operational cleaning staff. Informs cleaning staff of disposal/ segregation of waste and keeps training records. 	<ul style="list-style-type: none"> Awareness of the re-use, recycling, and waste regulatory commitment. Knowledge of the University's environmental priorities and targets. 	<ul style="list-style-type: none"> Receive updates of legislation requirement related to areas of responsibility 	Introduction to sustainability given by KB and Green Impact plead for sustainability in Cleaning. 2021
Gordon Reeve	Health Safety and Wellbeing Manager		<ul style="list-style-type: none"> Leads on strategic safety management and compliance. Provides advice to the University on all matters relating to safety and compliance. Assists in coordinating fire safety management 	<ul style="list-style-type: none"> Understanding of emergency planning legal compliance Understanding of environmental legislation and compliance checking Familiar with different training programmes and training delivery including environmental training. 	<ul style="list-style-type: none"> Experience of leading on all H&S matters in the institution, and reports to H&S committee Monitors changes in legislation that affects H&S 	KB inducted into Sustainability assisted with GW RA's and Allotment RAs
Anne Sinnott	Head of SSE Labs, School of Science & the Environment.	a.sinnott@worc.ac.uk	<ul style="list-style-type: none"> Management of emissions and discharge of hazardous substances relating to laboratories activities in SSE. Coordinate SSE fume cupboard service contact. 	<ul style="list-style-type: none"> Understanding of environmental legislation and compliance checking related to substance safety records and hazard awareness. 	<ul style="list-style-type: none"> Experienced technician with awareness of hazardous substances management. Completion of Green Impact Labs workbook 2012, 2013 & 2014. 	<ul style="list-style-type: none"> Legislation update (REACH) meeting with Sustainability Coordinator December 2014. NEBOSH National General Certificate in Occupational Health and Safety, July 2018.

Roles, Responsibilities & Training

Name	Position	Contact Details	Roles and Responsibilities	Competency requirements	Competence	Training
Al Linforth	Students' Union President	a.linforth@worc.ac.uk	<ul style="list-style-type: none"> Key role in leading and supporting students. Member of Sustainability Strategy Group. Responsible for completion and submission of NUS Green Impact SU award and raising awareness of environmental issues in SU and amongst student body. Lead on Student Union sustainability projects including RF for SU. 	<ul style="list-style-type: none"> Knowledge of the University's environmental priorities and targets. Contribute to the University's and NUS behaviour change campaigns. 	<ul style="list-style-type: none"> As Sustainability Strategy Group member receives updates of environmental activities and performance. 	KB given induction into sustainability and the SDGs and Responsible Futures July/Sept 2022
Robert Delahay	Outdoor Activity, Sport and Exercise Manager & Safety Advisor	r.delahay@worc.ac.uk	<ul style="list-style-type: none"> Management of Lakeside Campus outdoor facilities. Liaise with Campus Services to ensure Lakeside Campus comply with environmental legislation, including control of evasive species. 	<ul style="list-style-type: none"> Awareness of evasive species management. Awareness of environmental legislation related to Lakeside Campus site management. Awareness of EMS. Understanding of estates management. 	<ul style="list-style-type: none"> Awareness of environmental risk management for facilities management. Experience of running successful sport related businesses in compliance with all health and safety related obligations. 	<ul style="list-style-type: none"> Degree in Outdoor Adventure Leadership Management. IOSH Managing Safely. NEBOSH National General Certificate in Occupational Health and Safety. Institute of Occupational Health and Safety – Technical Member EMS overview video June 2020. Pollution Prevention Pays – EA video June 2020. MA Outdoor Education (DIST). As part of above undertook research; <i>The Management of Cyanobacteria at the University of Worcester Lakeside Campus.</i> Consistent links with Environment Agency, RLSS, Swim England and British Triathlon regards water clarity and management, to include legal obligations around reservoir operations.
Kathy Preece	Head of Procurement	k.preece@worc.ac.uk	<ul style="list-style-type: none"> Member of the Sustainability Strategy Group; Chair of Sustainable Procurement steering group. EcoCampus Module Leader for Sustainable Procurement. 	<ul style="list-style-type: none"> Understanding of the importance of, and link between purchasing and sustainability. Knowledge of current trends and best practice approach to sustainable procurement. Experience of leading on sustainable procurement in the institution for number of years. Understanding of the SDGs and the importance of linking them to procurement projects. 	<ul style="list-style-type: none"> As a Sustainability Strategy Group member, receives updates of environmental activities and performance. Member of new Energy Committee 	<ul style="list-style-type: none"> Receives issues. Attends NWUPC conferences and updates. HEPA training modules are available which all procurement staff have undertaken updates from EAUC on changes to sustainability procurement.
Andrew Smith	Management Accountant	andrew.smith2@worc.ac.uk	<ul style="list-style-type: none"> Member of the Sustainability Strategy Group and SMT and principal accountant for Facilities and Sustainability. Key role in collecting energy and water financial data for annual Estates Management System returns. Manages Salix and RGF2 accounts and sustainability budgets. 	<ul style="list-style-type: none"> Understanding and translating financial data, budgeting, and forecasting of the sustainability function. 	<ul style="list-style-type: none"> As a Sustainability Strategy Group member, receives updates of environmental activities and performance. Member of new Energy Committee 	Brief introduction to sustainability given by KB

Roles, Responsibilities & Training

Name	Position	Contact Details	Roles and Responsibilities	Competency requirements	Competence	Training
Martin Whiteside	IT Director	m.whiteside@worc.ac.uk	<ul style="list-style-type: none"> Responsible for the sustainable enhancement and development of the ICT infrastructure and the procurement of IT equipment. Assesses the environmental impact and energy-saving measures of any AV equipment before procurement to ensure the most energy-efficient is fully considered. Leads on this issue as IT energy consumption significant to UW's total annual energy consumption. 	<ul style="list-style-type: none"> Awareness of the environmental impact of electronic equipment. Knowledge of Environmental Management Systems and environmental indicators; Awareness of the environmental impact of electronic equipment. 	Member of sustainability monthly meeting. Member of new Energy Committee	*Request for updated competence and training sent on 15/09/21; follow up sent on 22/09/21.
Elizabeth James	Risk Management and Business Continuity Officer	e.james@worc.ac.uk	<ul style="list-style-type: none"> Advise departments and discreet areas of the University on developing and maintaining risk registers Promote the use of the University's Risk Management framework such that risk management is a dynamic and fully embedded process across the University Promote good business continuity planning across the University Advise stakeholders across the University to help them develop and maintain local BC Plans linked to University Policy and their Risk Registers 	<ul style="list-style-type: none"> Awareness of effective risk management systems Awareness of effective business continuity systems Awareness of how sustainability fits into the Risk Framework and University Risk Appetite 		Introduction videos watched: https://www.youtube.com/watch?v=ndcSYJMmtx4 https://www.youtube.com/watch?v=8gyqHtc4cOM