



JOB DESCRIPTION
Sustainability Officer
Professional 4
DCU Sustainability Office
12 month Fixed Term Contract

Dublin City University

Dublin City University (DCU) is a young, ambitious and vibrant university, with a mission ‘to transform lives and societies through education, research, innovation and engagement’. Known as Ireland’s ‘University of Enterprise’, DCU is a values-based institution, committed to the delivery of impact for the public good. DCU was named Sunday Times Irish University of the Year 2021.

DCU is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. More than 18,000 students are enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education.

DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on delivering a transformative student experience, and its positive social and economic impact. The university continues to develop innovative programmes in collaboration with industry, such as the DCU Futures suite of degrees, which are designed to equip graduates with the skills and knowledge required in a rapidly evolving economy.

DCU’s pursuit of excellence has led to its current ranking among the top 2% of universities globally. It is also one of the world’s Top Young Universities (QS Top 100 Under 50, Times Higher Top 150 Under 100). In the Times Higher Education University Impact Rankings 2021, DCU ranked 23rd in the world for its approach to widening participation in higher education and its ongoing commitment to eradicating poverty, while it ranks 38th globally for its work in reducing inequality and 89th globally for gender equality.

The university is ranked 23rd in the world and first in Ireland for its graduate employment rate, according to the 2020 QS Graduate Employability Rankings. Over the past decade, DCU has been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

Overview of the department

DCU is committed to underpinning all of its activities with sustainability, across Teaching and Learning, Research, Development and Innovation, our own operations and in our engagements with external partners. We are working to demonstrate leadership in tackling the climate change and biodiversity emergency challenge and have published an ambitious and challenging [DCU Sustainability Charter and Climate Action Plan](#). This plan identifies a pathway for DCU to meet the legally binding targets for Greenhouse Gas (GHG) emission reductions to 2030 as set out in the *Climate Action and Low Carbon*

Dev. (Amendment) Bill 2021. In addition, as a public sector body DCU is now mandated under the [National Climate Action Plan](#) to undertake sustainability actions to reduce our impacts.

The DCU Sustainability Office work with internal and external stakeholder to communicate, inform and engage on the challenges we face and in the identification and implementation of sustainable solutions that can be demonstrated on our campus and then scaled for broader impact.

Role Profile

This role, reporting to the DCU Sustainability Manager will work with colleagues in the sustainability office and across the university to comprehend how we can best address the very significant requirements placed on the University in the new Climate Action Bill and the National Climate Action Plan. Specifically, the successful candidate will assist the Sustainability office and working with the DCU Sustainability Manager will have a specific focus on sustainable transport and mobility.

Duties and Responsibilities

The duties and responsibilities of the position include, but are not restricted to, the following:

- Co-ordination and oversight of the DCU Smarter Campus Travel programme.
- Working with colleagues across the university, coordinate the updating and further development of the DCU Sustainable Transport and Mobility Management Plan.
- Coordinate Smarter Travel projects including funding applications and reporting to the National Transport Authority. This will require collaboration and coordinating with DCU Estates in the management and delivery of these externally funded projects to include enhanced commuter facilities, public transport infrastructure etc.
- Coordinate and organise the **DCU Smarter Campus Working Group**, including meeting organisation, action tracking and follow-up
- Coordinate the annual roll out and analysis of the DCU Smarter Travel Campus survey to all staff and students (working with the NTA).
- Support the Smarter Travel Campus Partnership with the National Transport Authority including coordination and management the NTA Challenges such as Cycle Challenges, Walktober etc; This will include the development of a communication and promotion plan to all staff and students as well the monitoring of the challenge implementation.
- Engage with staff and student groups (Green Committee, Clubs and Socs ...) to identify potential linkages and synergies between activities to promote smarter travel to, from and between DCU campuses.
- Assist with the identification and implementation of sustainable travel/last-mile solutions on DCU campuses.
- Support the collation and submission of DCU Business Travel carbon emission and the estimation of staff and student carbon emission from commuting.
- Update and maintain the DCU transport web pages and prospectus etc ensuring that transport information to DCU accurate.
- Develop sustainable operating procedures and processes to assist Sustainability office operations.

- Provide administrative assistance within the Sustainability Office and support to working groups/Sustainability Council as necessary.
- Represent Sustainability Office on relevant working group and University events.
- Work as part of a diverse team to assist DCU to underpin all activities with sustainability.

Duties and responsibilities can change over time and other duties may be assigned by the Sustainability manager or their nominee.

Qualifications and Experience

- Individuals must have a Primary Degree or equivalent (NFQ Level 7) qualification plus 3 years recent and relevant experience in administration.
- Excellent organisational and administrative skills with experience in co-ordinating company or institution wide projects.
- Knowledge of sustainability would be very beneficial, including an awareness of the interconnectedness of society, economy and environment, and the need to balance the demands from each to create a sustainability future for all.
- The ability to multitask, prioritise tasks and work to deadlines.
- Demonstrable experience of flexibility and adaptability.
- The ability to supervise projects and work effectively as part of a wider administrative team with the capacity to identify key issues and propose solutions in a timely manner.
- Excellent IT skills including analysis of large data set and appropriate presentation of data/results.
- Excellent written, communication and interpersonal skills, some experience with Drupal or other website interface tools.
- The ability to engage effectively across a wide range of academic faculties/schools and professional support units, building and maintaining strong working relationships.

Essential Training

The postholder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.

Dublin City University is an equal opportunities employer.

In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes.

The University's Athena SWAN Bronze Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of university policies aimed at creating a supportive and flexible work environment are available in the: [DCU Policy Starter Packs](#)