

## **Business Engagement Support Officer - School of Engineering and Computing - Centre for Waste Management - Grade F**

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### Job Description

#### **Purpose**

To provide support on a number of projects within the Centre for Waste Management (CWM). Under supervision of the Director of Centre, to work with businesses in Lancashire providing support and in-depth assistance to reduce their carbon footprint through energy audit and life cycle thinking. The Business Engagement Support Officer will assist in the delivery of the CWM requirements including energy audits, life cycle thinking, knowledge transfer, promotion, communication, record keeping, and support services within the CWM.

#### **Duties**

1. To meet the objectives of the Centre's projects in collaboration with the project team and relevant external partners.
2. To assist in the project teams's link with external businesses.
3. To maintain the website and portal for the CWM
4. To produce regular progress reports and support seminar presentations to businesses & collaborators.
5. To support the organising and delivery to SMEs whether singularly or through cluster development.
6. To provide administrative support and facilitate project-planning and operational update meetings as required.
7. To provide the day-to-day management of research project resources and/or facilities.
8. To contribute to the development of new projects including providing support for Centre Members in the preparation of bids.
9. Adhere to appropriate ethical, and research governance, standards for research/commercial work and protect confidentiality throughout this work.
10. To maintain and regularly update appropriate records of activities, participate in management meetings and liaise regularly with other project team members.
11. To assist and take part in energy and life thinking diagnostic activities with SMEs.
12. To assist the Centre in attracting further funding for related research or knowledge transfer activities.
13. To carry out any other duties which may be determined by the Director of Centre

## Person Specification

### **Knowledge, Skills, and Behaviours (Essential)**

- Experience of working in waste/environmental/energy auditing and reviewing related field (Application/Interview).
- A degree qualification or equivalent experience in waste or environmental management or energy generation or carbon sector.
- Understanding of ethical research governance, data protection issues and implications for research (Application/Interview).
- IT literate (Microsoft Word, Excel, Statistical software) (Application/Interview).
- Excellent oral and written communication skills (Application/Interview).
- Excellent interpersonal skills (Application/Interview).
- Excellent organisational skills with the ability to work in a team and alone (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions, and behaviours (Application/Interview).

### **Knowledge, Skills, and Behaviours (Desirable)**

- Experience of working with externally funded projects (Application/Interview).
- Contribution to recent publications and conference papers in the field of waste minimisation/ management/ resource efficiency sector, and ability to perform literature reviews (Application/Interview).
- Experience of life cycle thinking concepts and delivery. (Application/Interview).
- Recent experience of liaising with SMEs (Application/Interview).
- Relevant professional qualification (Application).
- Working knowledge of energy management systems in the UK (Application/Interview).
- Ability to produce formal reports and publish research papers (Application/Interview).
- Ability to carry out waste or environmental or process or energy audits and reviews (Application/Interview)
- Full driving licence (Application)