


HR191	POSITION DESCRIPTION	 UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD
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NOTES

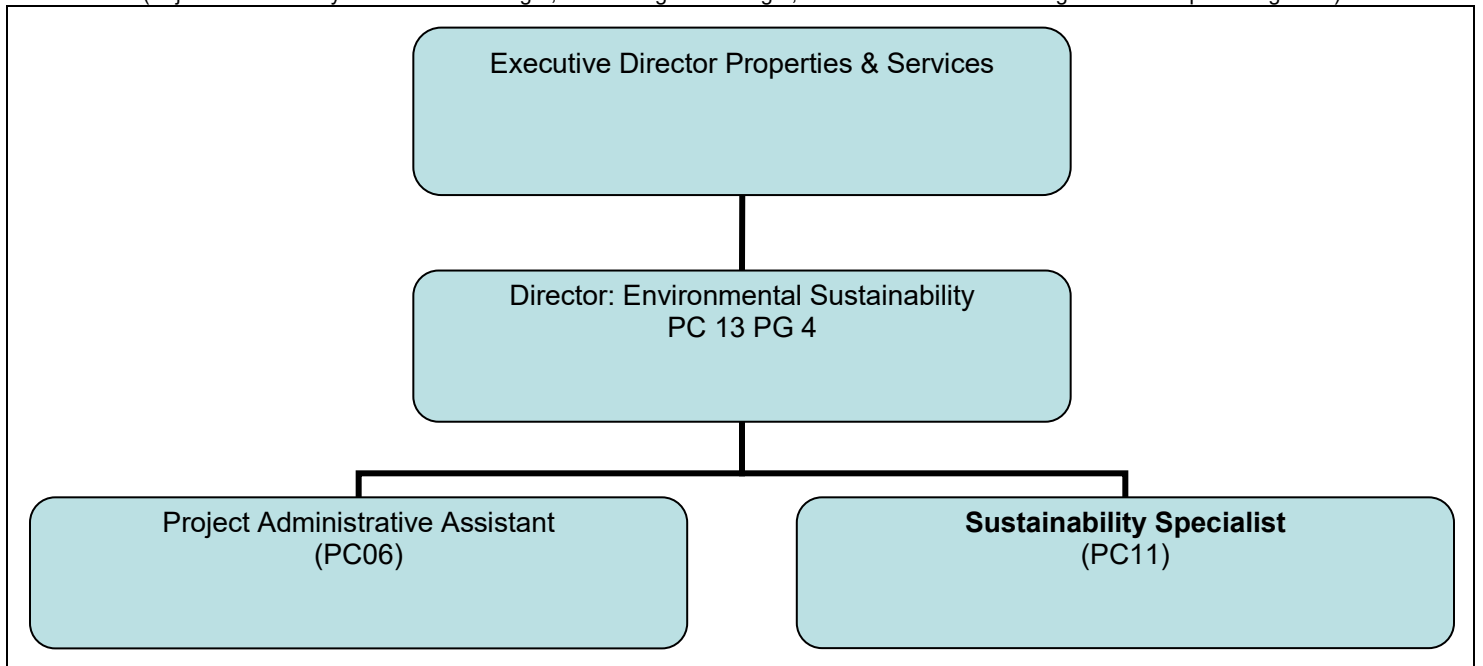
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Sustainability Specialist		
Job title (HR Practitioner to provide)	TBD due to it being a new role & no existing title		
Position grade (if known)	PC11	Date last graded (if known)	Not previously graded
Academic faculty / PASS department	Properties & Services		
Academic department / PASS unit	Environmental Sustainability Directorate		
Division / section	-		
Date of compilation	6 September 2022 (updated reporting line and minimum qualification updated on 10 Feb 2026)		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

This position is proposed to increase technical capacity within the Environmental Sustainability Directorate:

The main purpose being to lead a selection of technical projects, programmes, and activities within the Environmental Sustainability unit, under the director's guidance, including:

- Green building construction projects at UCT (that are delivered by Properties & Services)
- UCT's water and energy savings implementation plans and projects and carbon footprint reporting
- UCT's waste strategy and implementation plans, and various waste related projects
- Other sustainability related projects, including health, wellness, ecology etc. (related to UCT's Environmental Sustainability Strategy)
- Leading various project sustainability related feasibility studies and developing business cases to demonstrate project viability (in many cases the detailed work will be done by consultants, but not always, and projects require leadership and direction)
- Hosting sustainability related workshops and training from time to time for colleagues, or giving a guest lecture to students
- Engaging with other UCT departments to initiate, lead or collaborate on sustainability related projects with them
- Writing reports, presentations, and news articles on sustainability related projects at UCT
- Generally doing their own project and general administration

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Project/programme initiation and coordination	50%	<ul style="list-style-type: none"> • Coordinate project/programme schedules, resources, equipment, and information for various projects to ensure projects can be initiated and run through to completion • When required, facilitate workshops and training sessions related to projects and programmes • Coordinate the implementation of feasibility studies and monitor the quality of work submitted by external consultants, where appropriate. 	<ul style="list-style-type: none"> • Projects are initiated successfully and are completed successfully with all components/team members having done their part. • Project participants are informed and upskilled through informal presentations and workshops • Work submitted by external consultants meets SLA criteria
2	Project and programme schedule and risk management	10%	<ul style="list-style-type: none"> • Schedules project/programme activities within appropriate timelines for completion • Analyses risks to completion • Develops and implements risk mitigation plans 	<ul style="list-style-type: none"> • Realistic, achievable project schedules developed. • Risk registers and risk mitigation plans developed and implemented.
3	Project and programme administration and general administration	10%	<ul style="list-style-type: none"> • Administer and keep records on file of all project documentation, in an organized and timeous manner. • Chairs meetings and prepares accurate minutes of meetings. • Prepares tender documents. • Evaluates tenders and prepares tender evaluation and contract initiation per UCT procurement protocols. 	<ul style="list-style-type: none"> • Organized and timeous record keeping of project information/documents and project administration.
4	Project and programme budgeting and financial administration	10%	<ul style="list-style-type: none"> • Develop project budgets and return on investment calculations where relevant • Assist with appointment of consultants and the associated financial administration. 	<ul style="list-style-type: none"> • Accurate project budgets developed. • Simple return on investment calculations done. • Consultant appointments and claims correctly processed.
5	Communication and presentation with various project and programme stakeholders	10%	<ul style="list-style-type: none"> • Communicating effectively with all project stakeholders, internal and external, to pass on relevant information or to request information/participation from them. • Communicate via email, one-on-one and in meetings and via presentations. 	<ul style="list-style-type: none"> • Effective communication to all project stakeholders. • Well communicated presentations delivered.

6	Environmental sustainability and green buildings project/programme content reviewed or prepared	10%	<ul style="list-style-type: none">• Prepares and/or reviews environmental sustainability and green buildings content for various projects/programme• Prepares relevant documents/presentations w.r.t environmental sustainability and green buildings projects/programmes	<ul style="list-style-type: none">• Well reviewed and/or prepared environmental sustainability and green buildings project documents and presentations.
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MINIMUM REQUIREMENTS

Minimum qualifications	BSc Engineering, BSc (Hons) Property Studies, BSc (Hons) Construction Management, BSc (Hons) Quantity Surveying, Architectural Studies (Hons), BSc (Hons) Environmental Sciences or equivalent, at (NQF 8) OR a master's degree (NQF9) in any of the above related fields or sustainability related field, e.g. climate change, sustainable urban development etc (even if the Hons degree was not in one of these disciplines).			
Minimum experience (type and years)	Minimum 5 years working in the built environment, construction, and certified green buildings, including the GBCSA green building certification process and undertaking an organizational carbon footprint.			
Skills	<ul style="list-style-type: none"> - An ability to extract key information to interpret and prepare plans - An ability to coordinate and organize lots of information - An ability to critically analyse data and draw relevant conclusions about the data - An ability to communicate effectively in writing and in person - An ability to write good reports - Agile in word, excel and PowerPoint 			
Knowledge	<ul style="list-style-type: none"> - Good knowledge of green buildings, Green Star, and environmental sustainability issues such as climate change, resource depletion and natural systems being threatened by human activity - A good understanding of construction and building design, and the various building services (lighting, air-conditioning, water heating, waste collection) - A good understanding of an organizational carbon footprint process - A good technical foundation of knowledge from the candidate's field of study in the built environment 			
Professional registration or license requirements	Green Star Accredited Professional (for New Buildings or Existing Buildings) Note to candidates that the role does not create specific opportunities for professional registration in a particular field, which must be understood when applying for the position.			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	A demonstrable passion for the environment and sustainability in the built environment through past project work.			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking / Problem solving	2	Adaptability/ flexibility	2
	Planning and organizing / work management	2	Communication	2
	Teamwork / collaboration	2	Information management	2
	Conceptual thinking	2	Results focus	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Project coordination, project administration, project communication, project budgeting, project risk mitigation
Amount and kind of supervision received	Regular (weekly) supervision received, formally in meetings and informally on the job.
Amount and kind of supervision exercised	Partial supervision exercised over one role (project administration support)
Decisions which can be made	Multiple within projects, guided by strategy and framework, and under the supervision of the director
Decisions which must be referred	Final contract appointments, final reports, final presentations etc to be reviewed by director before release

CONTACTS AND RELATIONSHIPS

Internal to UCT	Reports to Director: Environmental Sustainability; various UCT departments
External to UCT	NPO's; Potential Funders; Community networks; Service Providers; etc.