



## Staff Sustainability Architects: Agreement Form

This is a formal document to ensure agreement from all parties regarding commitments and expectations of a Staff Sustainability Architect. By completing this form you will receive email notifications from University of Leeds Sustainability about the Staff Sustainability Architects programme. You can unsubscribe at any time by emailing [sustainability@leeds.ac.uk](mailto:sustainability@leeds.ac.uk).

Signatories confirm that the named Staff Sustainability Architect will carry out the following duties and activities. Full details can be found in the job description available at

<http://sustainability.leeds.ac.uk/staff-sustainability-architects/>:

- Work alongside the Sustainability Service to develop individual objectives in support of the Sustainability Strategy.
- Proactively engage with others in the School/Service to develop new and innovative ways of addressing sustainability challenges.
- Be a key liaison between the Sustainability Service and your School/Service. This will involve being fully familiar with the University's Sustainability Strategy and associated policies and standards.
- Support and provide advice to Heads of Faculty/Service on sustainability issues and the formulation and revision of our related policies and standards
- Develop initiatives to embed sustainability into School/Service strategies, plans and activities – this should cover key delivery areas such as teaching and research, as well as addressing the day-to-day operation of the department
- Work with the Sustainability Service to encourage behavioural change within the University and support University wide initiatives. Provide training, advice and guidance to support Faculty/Service staff with positive behaviour change.
- Support Heads of Service/Department in meeting and recording their targets and fulfilling regulations in line with the University's sustainability objectives e.g. EMS, IPE, staff induction, training and development.
- Be part of an active network of Sustainability Architects. Liaise with other Sustainability Architects (both staff and students) and the Sustainability Service on a regular basis to participate in University wide sustainability initiatives, share ideas and best practice.

Additional commitments specific to this role include: (Please add suggestions of the aims and objectives you would like to cover in your role here. If you are unsure, please contact Thom Cooper ([t.c.s.cooper@leeds.ac.uk](mailto:t.c.s.cooper@leeds.ac.uk)))

This commitment covers an appointment period of 2 years (rolling appointment) and will be reviewed at the end of that period.



## Agreement in Principle

Please tick the following box to confirm that you have agreement in principle from your Head of School or Service to become a Staff Sustainability Architect (without this your application cannot be progressed):

Formal Agreement:

Signatures:

Staff Sustainability Architect:

- Name:
- Role:
- School/Service:
- Signature
- Date:

Director of Sustainability Service:

- Name:
- Signature
- Date:

Only to be completed once objectives have been agreed and Director of Sustainability signature received:

Head of School/Service

- Name:
- Signature
- Date:

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Where did you first find out about the role (word of mouth, Google search etc.)