**Environmental Management System**

**Edinburgh Napier University**

**Roles, Responsibilities and Training**

ENU-EMS-044

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**Changes to the Procedure**

|  |  |
| --- | --- |
| Reason for Change | Date of Change |
| Review of document. Addition of page numbers. | 01/05/14 |
| Review of document. Minor updates (job titles for instance). | 12/03/15 |

**Notes:**

Author: Jamie Pearson, Environmental Sustainability Manager.

Approver: Grant Ferguson, Assistant Director, Property & Facilities.

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Version: Three

Date: 13/03/15

Structure and some roles and responsibilities text taken from Loreus Roles, Responsibilities and Training document.

**Roles and Responsibilities**

Identifies key responsibilities for members of the Environmental Management System (EMS) implementation team and other staff.

For a full breakdown of the Edinburgh Napier University EMS management structure, see document ENU-EMS-6

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| --- | --- | --- | --- |
| **Name** | **Position** | **Contact Details** | **Key Roles and Responsibilities** |
| EMS Implementation Team:  Environmental Sustainability Advisory Group (ESAG). | Chair:  Gerry Webber  University Secretary  Members: See ENU-EMS-006a | Room 7.B.18  Sighthill Campus  Sighthill Court  Edinburgh  EH11 4BN  (t) 0131 455 6434  [g.webber@napier.ac.uk](mailto:g.webber@napier.ac.uk)  [www.napier.ac.uk/environment](http://www.napier.ac.uk/environment) | Members of ESAG are drawn from all areas of the University. Members meet three times per year to:   * Discuss the implementation and maintenance of the EMS. * Devise and promote initiatives to inform interested parties about the EMS. * Help the Sustainability Office and EMS Manager to regularly audit the EMS. * Review and revise the institution’s environmental policy, objectives and other elements of the EMS. |
| EMS Implementation Team:  Environmental Sustainability Team | Manager:  Grant Ferguson  Assistant Director, Property & Facilities  Team: See  ENU-EMS-006a | Room 6.B.22  Sighthill Campus  Sighthill Court  Edinburgh  EH11 4BN  (t) 0131 455 3742  [g.ferguson@napier.ac.uk](mailto:g.ferguson@napier.ac.uk)  [www.napier.ac.uk/environment](http://www.napier.ac.uk/environment) | Members of the Environmental Sustainability Team are housed within the Property & Facilities Department within the University:   * Secures the resources required to maintain the EMS. * Ensure the EMS is established, implemented and maintained. * Monitor the performance of the EMS. * Establish, review and revise the institution’s environmental policy, objectives and other elements of the EMS. |
| EMS Implementation Team:  Jamie Pearson | EMS Manger,  Environmental Sustainability Manager | Room 6.B.29  Sighthill Campus  Sighthill Court  Edinburgh  EH11 4BN  (t) 0131 455 3747  [j.pearson@napier.ac.uk](mailto:j.pearson@napier.ac.uk)  [www.napier.ac.uk/environment](http://www.napier.ac.uk/environment) | With members of the Sustainability Office the EMS Manager:   * Represents the EMS at ESAG and other appropriate meetings. * Selects the members of ESAG. * Convenes ESAG and manages minutes of all meetings. * Coordinates environmental reviews. * Identifies and prioritises environmental aspects and impacts. * Coordinates the setting of objectives and targets. * Organises the environmental management programme. * Assigns roles, responsibility and authority and informs individuals about their obligations including suppliers and contractors. * Manages the environmental training programme. * Deals with internal and external communications. * Complies, updates, approves, controls, 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. * Checks that the institution complies with relevant legislation and requirements. * Organises the programme of internal audits and management reviews. * Ensures internal EMS auditors are appropriately trained. * Reports to ESAG on the functioning of the EMS. * Implements the recommendations/corrective actions from audits and ESAG meetings. * Revises procedures, instructions and other EMS documentation. * Coordinates external audits as required. |
| Finance & Property Committee | Convenor:  Dr Paul Stollard | Both Gerry Webber and Grant Ferguson attend. See above for contact details. | * [Remit of Committee](http://staff.napier.ac.uk/services/secretary/governance/govman/committees/estates/Pages/Remit.aspx) online. * Environmental report submitted by the Sustainability Office to the Committee twice per year. |
| Senior Staff Forum | Convenor:  Prof Dame Stringer | Both Gerry Webber and Grant Ferguson are members. See above for contact details. | * [Remit of Forum](http://staff.napier.ac.uk/services/secretary/governance/govman/executive/Documents/Senior%20Staff%20Group.pdf) online. * Environmental information shared at poignant times, such as the instigation of an EMS at the University. ENU-EMS-9. |
| University Leadership Team | Convenor:  Prof Dame Stringer | Gerry Webber is a member. See above for contact details. | * [Remit of Group](http://staff.napier.ac.uk/services/principal/Pages/Principal'sExecutiveGroup.aspx) online. * Environmental information shared at poignant times, such as the instigation of an EMS at the University. ENU-EMS-8. |
| Staff | Various | See document ‘Carbon Management Awareness Campaign’, ENU-EMS-19 stored in ‘records’ for all communication methods available at Edinburgh Napier. | * All staff will follow and contribute towards environmental guidelines, including energy and waste good practice noted at [www.napier.ac.uk/environment](http://www.napier.ac.uk/environment) * Specific staff will liaise with suppliers and contractors to ensure that they meet the institution’s environmental requirements. * Specific staff will provide the EMS Manager with appropriate operational control records. |
| Students | Various | See document ‘Carbon Management Awareness Campaign’, ENU-EMS-19 stored in ‘records’ for all communication methods available at Edinburgh Napier. | * All students will follow and contribute towards environmental guidelines, including energy and waste good practice noted at [www.napier.ac.uk/environment](http://www.napier.ac.uk/environment) * Specific students will cover elements of environmental management through their personal curricular development. |
| Suppliers / Contractors | Various |  | * It is the responsibility of suppliers and contractors to satisfy the Edinburgh Napier Project Manager they are working with that they are conforming to relevant environmental procedures. * Suppliers and contractors will also provide the Edinburgh Napier Project Manager they are working for with appropriate operational control records. * Each Project Manager will liaise with the Sustainability Office and EMS Manager to ensure that all relevant policies are followed. |
| Visitors | Various | See document ‘Carbon Management Awareness Campaign’, ENU-EMS-19 stored in ‘records’ for all communication methods available at Edinburgh Napier. | * Visitors will adhere to all good practice, such as waste reduction, energy and utility consumption whilst at all campuses. |

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**Training Needs Evaluation**

“The training needs evaluation should be used to identify the training needs of individuals in the implementation team and other staff at the institution” (EcoCampus Roles, Responsibilities and Training).

See [Roles and Responsibilities](#Roles) above for a full list of all roles and responsibilities associated with all individuals and groups listed below.

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| **Name (Individual / Group)** | **Position (Individual / Group)** | **EMS Activity** | **Skills and Knowledge Required** |
| Environmental Sustainability Advisory Group (ESAG) | EMS Implementation Team | Governance of all EMS activity. | In-depth knowledge of the working principles of the EMS. Realisation of how all seventeen significant aspects link to the work carried out by all members, especially key aspects such as Procurement. |
| Grant Ferguson,  Environmental Sustainability Team | Assistant Director, Property & Facilities | Management of Environmental Sustainability Team. Integration of EMS activities into Senior Management Team within Property & Facilities Department and beyond. | In-depth knowledge of the working principles of the EMS. Day-to-day management of the Sustainability Office Team requiring insight into all documents, procedures and systems developed as part of the EMS. Ability to share information relating to the EMS development with other senior members of staff. |
| Energy & Utilities Manager  (position currently vacant),  Environmental Sustainability Team | Energy & Utilities Manager | Management of significant aspects relating to consumption of energy and utilities. General promotion of EMS activities across all campuses. | In-depth knowledge of the working principles of the EMS. Insight and realisation and reporting of significant aspects such as use of gas and use of electricity. Ability to share information relating to the EMS development with other members of staff. |
| Jamie Pearson,  Environmental Sustainability Team | Environmental Sustainability Manager and EMS Manager | Management of all EMS activities. Promotion and integration of the EMS throughout all departments, schools and | In-depth knowledge of all aspects of the EMS. Ability to train staff, students and visitors and engage with all key stakeholders regarding all aspects of the EMS. |
| Finance & Property Committee | Conduit for two-way discussion regarding EMS development twice per year. | Oversee all EMS activity. Note progress and recommend any alterations to progress of work. Aid the integration of the EMS into the management structure of the University. | Overarching knowledge of the working principles of the EMS, especially at the initial stages of development. Knowledge and realisation of how the EMS and principles of development will integrate into documents such as the University Strategic and Corporate Plans. |
| Senior Staff Forum | Conduit for highlighting progress of EMS development with all senior managers at the University. Opportunity for two-way progress queries from senior management. | Oversee all EMS activity. Note progress and recommend any alterations to progress of work. Aid the integration of the EMS into the management structure of the University. | Overarching knowledge of the working principles of the EMS, especially at the initial stages of development. Knowledge and realisation of how the EMS and principles of development will integrate into documents such as the University Strategic and Corporate Plans. |
| University Leadership Team | Conduit for highlighting progress of EMS development with most senior members of staff at the University. Opportunity for two-way progress queries from senior management. | Oversee all EMS activity. Note progress and recommend any alterations to progress of work. Aid the integration of the EMS into the management structure of the University. | Overarching knowledge of the working principles of the EMS, especially at the initial stages of development, the agreement to develop the EMS and the ratification of the Environmental Sustainability Policy (ENU-EMS-003). Knowledge and realisation of how the EMS and principles of development will integrate into documents such as the University Strategic and Corporate Plans. |
| Staff | All staff at the University. | Ensure integration of EMS activities into all areas of the University. | Day-to-day knowledge of the EMS, covering elements such as sustainable transport, reduction of energy consumption and appropriate reduce, reuse and recycling of waste. Some staff, such as Technicians will have specific environmental requirements placed upon them as highlighted through job descriptions and individual annual Professional Development Reviews. |
| Students | All students at the University. | Ensure integration of EMS activities into all areas of the University. | Day-to-day knowledge of the EMS, covering elements such as sustainable transport, reduction of energy consumption and appropriate reduce, reuse and recycling of waste. Some students will study specific environmental related undergraduate and postgraduate courses at the University. Some may use the University as a case study of good or bad progress. |
| Suppliers / Contractors | All suppliers and contractors providing goods and services to the University. | Ensure compliance with EMS procedures, especially when supplying goods or services to the University. | Knowledge of the EMS outcomes, specifically in terms of procurement. All contractors working at any University site must be aware of environmental policies and plans in place, especially in terms of energy and waste management. |
| Visitors | All visitors to the University including visiting lecturers and persons hiring conference facilities on all campuses. | Ensure compliance with EMS procedures, especially in relation to personal impact areas such as energy, transport and waste. | General knowledge of the University EMS including sustainable transport options, waste provision and energy management. |

**Existing University Training Policy (also noted below in** [**Training Plan**](#Plan)**)**

The Human Resources & Development (HR&D) Team within Edinburgh Napier University are responsible for ensuring that all staff at the University are fit for purpose, working with individual Departments on job descriptions and interviews. Every member of staff at the University participates in an annual Professional Development Review (PDR), with a six month interim check. [Procedural PDR](http://staff.napier.ac.uk/services/hr/hrdocuments/Pages/Documents.aspx) documents are available on the HR&D website. It is the responsibility of each member of staff to ensure that their training record stored on the on-line HR Connect website is kept up-to-date.

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**Training Plan**

“The training plan should be used to ensure that where training needs have been identified, training activities are planned. Where activities planned has been initiated, records of training undertaken should be kept and signposted to in the ‘completed?’ column” (EcoCampus Roles, Responsibilities and Training).

See document Talks, Meetings and Events ENU-EMS-7 stored in section 3.3, Communication on Loreus. The document lists all historic communication and training activities throughout the University. Also lists communication and training undertaken with all key stakeholders and highlights training where evidence is available.

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| **Name** | **Skills and Knowledge Required** | **Training Activity** | **Date** | **Trainer** | **Completed?** | **Evidence** |
| Staff – Catering, Cleaning and Technicians | Waste (Scotland) Regulations 2012 | Implementation of the Regulations at the University in July 2013. Will require all staff, but particularly staff handling large quantities of waste to be trained. | tbc | Jamie Pearson and John Aitken. |  | The training will be listed in the document ‘Talks, Meetings and Events’ ENU-EMS-007, stored in section 3.3, Communication on Loreus. |
| All staff and students | Business and personal travel options to and from all campuses | Travel Survey and travel workshops and events held across all campuses. | Several dates in March, particularly the 12th, 13th and 14th of March 2013. | Jamie Pearson. Teams from the Energy Saving Trust, City Car Club. Bike Station and Lothian & Borders Police. |  | The training will be listed in the document ‘Talks, Meetings and Events’ ENU-EMS-7, stored in section 3.3, Communication on Loreus. Photos and evidence of communication on all University websites etc. will be stored as evidence. |

**Existing University Training Policy (also noted above in** [**Training Needs Evaluation**](#Evaluation)**)**

The Human Resources & Development (HR&D) Team within Edinburgh Napier University are responsible for ensuring that all staff at the University are fit for purpose, working with individual Departments on job descriptions and interviews. Every member of staff at the University participates in an annual Professional Development Review (PDR), with a six month interim check. [Procedural PDR](http://staff.napier.ac.uk/services/hr/hrdocuments/Pages/Documents.aspx) documents are available on the HR&D website. It is the responsibility of each member of staff to ensure that their training record stored on the on-line HR Connect website is kept up-to-date.

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