

<b>Responsibilities</b> Title :- Sustainable Development Management Structure and Responsibilities	Document No :- 1.1.1 Issue No :- 2 Issue Date :- 22/06/2011 Page 1 of 4
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## **Objective**

This document describes the responsibilities of key managers for sustainable development initiatives.

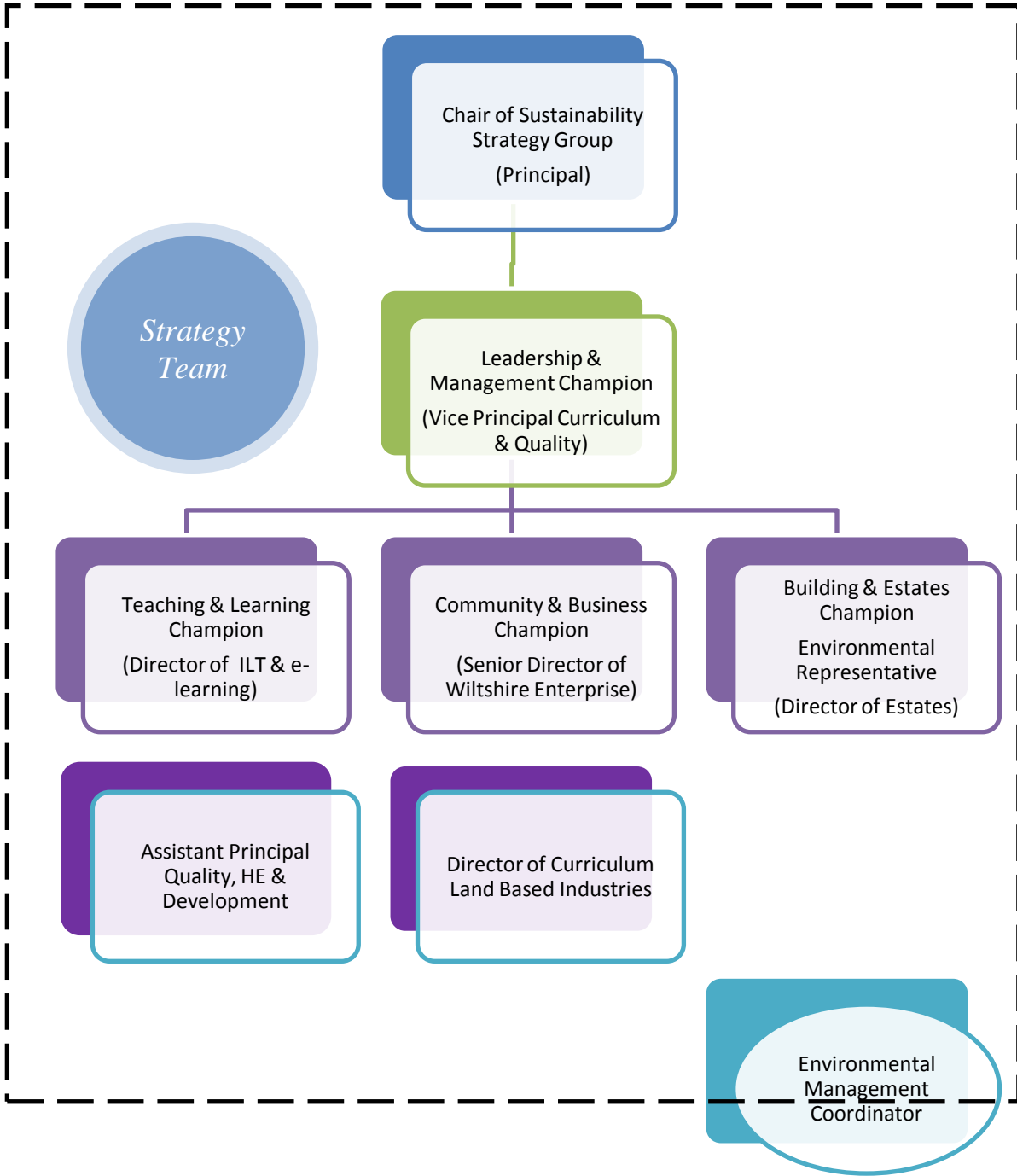
## **Responsibilities**

This document is maintained by the Environmental Management Coordinator on behalf of the Sustainability Strategy Group.

## **Changes**

This document was reviewed during June 2010 and updated with new responsibilities.

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## Role Definitions for Strategy Team Champions

### Leadership & Management Champion

- Write SD policy.
- Report on SD performance.
- Recruit SD Champions.
- Carryout audits of consumption & management of energy, water and waste.
- Implement environmental management system (EMS).

The Leadership & Management Champion is the College's **Management Representative for Sustainable Development.**

### Building & Estates Champions

- Ensure college buildings through their design and operation demonstrate good practice in SD.
- Encourage biodiversity on all sites.
- Implement procurement practices that reflect social & environmental as well as economic aspects.
- Support local markets and/or promote Fair Trade.
- Implement a travel plan to reduce the environmental impact of travel.
- Environmental Management Representative

### Teaching & Learning Champions

- Embed SD concepts or approaches into curriculum.
- Develop SD learning materials.
- Implement a healthy college living programme.

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### **Community & Business Champion**

- Develop networks at local or regional level specifically designed to promote SD.
- Share facilities with local community agencies or groups.
- Introduce volunteering activities as part of learning programmes.
- Actively seek to work with socially and environmentally responsible employers.
- Work with employers to develop and implement environmental management systems (EMS).
- Work with employers to develop and implement corporate social responsibility policies.

### **Environmental Management System Coordinator**

- assist all of the Champions achieve their objectives through the provision of information and advice, and will establish systems and evidence to ensure that the College establishes a formal Environmental Management System accredited to British Standard 8555 within the timescales set out in the Environmental Management plan.