



Change Agents UK

CAUK Reference: 2511

Environmental Compliance Officer - Job Description

- Job Title:** - Environmental Compliance Officer
- Location:** - LSE, Houghton Street, London. WC2A 2AE
- Employer:** - Change Agents UK Trading Ltd
- Client:** - London School of Economics & Political Sciences
- Number of Positions:** - 1
- Salary (per annum pro rata):** - £32,435 - £35,554
- Start Date:** - TBC
- Contract:** - 6 Months from start date

Potential for extension or longer-term contract, subject to funding and performance.

Job Snapshot

Join the LSE Sustainability Team in this 6-month fixed-term contract as an Environmental Compliance Officer. This role is perfect for an environmental professional with experience in environmental management systems, compliance and audits. You will support the Environmental Manager in maintaining LSE's ISO14001/50001 Environmental and Energy Management Systems and delivering key projects related to sustainability.

The Opportunity:

This role supports the Environmental Manager in maintaining ISO14001/50001-certified environmental and energy management systems, ensuring compliance with environmental legislation and advancing sustainability initiatives.

It is a great opportunity for someone with experience in environmental management who wants to contribute to a world-leading institution committed to sustainability and operational excellence.

This role offers a varied and rewarding workload, including auditing, compliance monitoring, training and data analysis. You will work closely with a range of stakeholders, gaining valuable experience in environmental compliance, legislation and sustainability strategy. Working within an ISO-certified system will enhance your professional credentials, providing a strong foundation for career progression in sustainability, compliance and environmental management.

If you are passionate about making a real impact in a dynamic and forward-thinking environment, this is a fantastic opportunity to develop your expertise and contribute to LSE's sustainability ambitions. If you love learning and sustainability, this role is for you.

About the Role:

- Support with the management and maintenance of LSE's ISO 14001 / 50001 joint-certified Environmental and Energy Management System.
- Maintain and implement procedures to ensure LSE remains compliant with environmental legislation.
- Assist with audit planning, both internal and external audits with stakeholders
- Carry out procedural and LSE building site audits
- Support with non-conformance close outs and continual improvement
- Deliver targets to agreed timeframes and standards
- Undertake data and trend analysis to inform management system review
- Presentation and reporting of management system data and review to inform and support management decisions
- Ad-hoc responsibilities as required by the Environmental Manager
- Communicate environmental information clearly to staff and students
- Develop and deliver environmental training to students and staff as appropriate
- Plan and organise own workload in line with set objectives
- Monitor projects against agreed timescales and deliverables

- Play an active role as a member of the Sustainability Team, Estates Division and LSE; motivate colleague to play an active part in reducing LSE's environmental impacts.
- Ensure effective prioritisation of work, knowing when to refer to other members of the team.
- Be flexible and willing to be involved in a variety of ad hoc projects

Person Specification

Essential:

- Experience working in an environmental management role, ideally in facilities management.
- Strong knowledge of UK environmental and waste management legislation.
- Hands-on experience with ISO14001/50001 environmental/energy management systems.
- Experience in proactively maintaining organisational compliance with environmental legislation and policies.
- Ability to plan, coordinate, and carry out internal environmental audits.

- Strong IT skills, with proficiency in MS Office (Excel, Word, PowerPoint).
- Ability to analyse and interpret environmental data to inform decision-making.
- Excellent communication and interpersonal skills, with the ability to convey complex information to a diverse audience.
- Strong organisational skills with the ability to manage competing priorities effectively.
- Ability to work both independently and collaboratively within a team.
- Flexible and willing to contribute to a variety of sustainability projects.

Desirable:

- Experience or understanding of the higher education sector.
- Membership of a relevant professional body such as IEMA or CIWM.
- Experience in coordinating external environmental audits.
- Experience in creating and delivering sustainability engagement or training programmes.
- Experience in producing management reports to track performance and justify new projects.

How to apply

If you wish to apply for this role, please submit a **CV and short Covering Letter** explaining your motivation for applying and briefly addressing the essential criteria for the role (up to 500 words) via the Change Agents UK [Careers Page](#). We also ask you to complete an optional [Equality, Diversity & Inclusion Monitoring form](#); this does not form any part of the selection process but is used to help us monitor the effectiveness of our policy.

Application Deadline:	- 30 th March 2025
Telephone Interview:	- 31 st March 2025 – 1st April 2025
Interview Date:	- 3 rd - 4 th April 2025
Anticipated Start Date:	- TBC
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You are welcome to get in touch with us with any questions before applying – please email us at applications@changeagents.org.uk or call us on 01572 723419.

Job offers will be subject to suitable right-to-work and reference checks and the successful applicant may be required to undergo a DBS check.

Change Agents UK is committed to reducing inequality, valuing diversity and enabling inclusion. We welcome applications from people from all parts of the community, particularly where there is under-representation. If you need additional support to enable you to complete the application process, please contact us.

Information on placement terms can be found at www.changeagents.org.uk/information-employment-terms

About the Company:

The London School of Economics and Political Science (LSE) is one of the UK's leading universities, specialising in social sciences such as economics, politics, sociology, and law. Founded in 1895, it is part of the University of London and is globally recognised for its academic excellence, influential research, and strong connections to policymakers and businesses. With a diverse student body and esteemed faculty, LSE has produced Nobel laureates, world leaders, and prominent intellectuals. Its central London location enhances its role as a hub for critical thinking and policy influence

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link:

<https://info.lse.ac.uk/staff/divisions/Human-Resources/Assets/Internal/staff/OL/Effective-Behaviours-Framework.pdf>

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Sustainability Policy

<https://info.lse.ac.uk/staff/divisions/estates-division/sustainable->

[lse/assets/documents/about/policies/LSE-Sustainability-Policy-1.pdf](https://assets.documents/about/policies/LSE-Sustainability-Policy-1.pdf) and Energy Policy
<https://info.lse.ac.uk/staff/divisions/estates-division/sustainable-lse/assets/documents/about/policies/LSE-Energy-Policy.pdf>

Change Agents UK:

Change Agents UK Trading Ltd works as a non-profit sustainability employment business and agency and is wholly owned by Change Agents UK Charity. Change Agents UK have worked in Sustainability education and employment for 25 years, supporting our partners to create superb opportunities in sustainability, delivering real impact and change and providing training and skills support for our Change Agents on placement.

Benefits:

Annual Leave: 33 days

Pension Information: TBC

Company Schemes: TBC

Appendix 1: Change Agents UK Trading Ltd Opportunity Details

Change Agents UK Trading Ltd is acting as an employment business as defined under the Employment Agencies Act 1973 and will employ the successful applicant under a contract of service for the duration of the placement. Should you have any queries or require any further information on this role or the services we provide please contact applications@changeagents.org.uk or call 01572 723419.

Placement Details	
CAUK Reference Number	2511
Placement job title:	Environmental Compliance Officer
Start date of the placement:	TBC
End date of the placement:	6 months from start date
Actual hours of work per week: 'Full time equivalent' hours per week:	35
Days and hours of work: Please detail normal hours and any variables or expected rotas / shift patterns.	Monday- Friday 9am – 5pm Occasional work outside of normal hours for which time off will be given in lieu
Where applicable please provide details of any terms and conditions which would apply to the agency worker in relation to night work:	N/A
Probation period including any conditions:	6 Months
Notice period:	1 Month
Type of work:	This role supports LSE's Environmental Manager in upholding ISO14001/50001 standards and delivering sustainability projects
Location of work if different to Client's address:	Hybrid basis – Minimum requirement of 2 days on campus, 3 days working from home. Flexibility will be expected depending on engagement / events requirements.
Rest breaks and rest periods given to employees:	1-hour unpaid lunch break
Client's collective facilities available to the employee:	Usual office facilities and staff lunchroom/restaurant

E.g. canteen, childcare facilities and transport services, toilets and shower facilities, prayer rooms	
Any known health and safety risks and the steps the client has taken to reduce the risks:	None known
Any experience training, qualifications or authorisation necessary or required by law or a professional body to do the role (if none, please state so):	Strong knowledge of UK environmental and waste management legislation, Hands-on experience with ISO14001/50001 environmental/energy management systems
Does the position involve working with vulnerable people*:	No
Pay and Benefits	
Salary (payable to a direct recruit or comparable employee): Please provide pay scales if available.	£32,435 - £35,554 per annum
Sick leave and pay:	CAUK policy for SSP – full details in Employee Handbook
Mileage rate:	N/A
Any other expenses payable:	N/A
Bonuses or commission payable (if applicable include any qualifying criteria):	N/A
Overtime rates payable (if applicable include any qualifying criteria):	N/A
Any other remuneration:	N/A
Any other benefits:	Company Pension Scheme
Annual Leave	
Annual Leave entitlement and pay:	25 days annual leave, 5 closure days for Christmas, 3 Easter closure, 8 public holidays
Closure Days (if applicable, please specify dates):	17 April, 22 April, 23 April 2025. 23 December, 24 December, 29 December, 30 December and 31 December 2025.

Appendix 2: Key Information Document

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits.

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The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 020 7215 5000 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

General Information

Your name:	TBC
Name of employment business:	Change Agents UK Trading Ltd
Your employer (if different from the employment business):	n/a
Type of contract you will be engaged under:	Contract of Service
Who will be responsible for paying you (if different from your employer):	n/a
How often you will be paid:	Monthly
Expected or minimum rate of pay:	£ 35,554 per annum pro rata (Up to, to be confirmed on appointment) 35 hours per week
Rate per hour =	£ 19.54
Deductions from your pay required by law:	PAYE Income Tax 2024/25 Employee's National Insurance at 10% on income over £12,570 per annum Employee's Pension Contributions – based on employee contributions of 5% of total earnings, adjusted for 20% tax relief, making the deduction from gross pay 4% in real terms. Student Loan – based on Plan 2, earning over the 2024/25 threshold of £27,295 per annum and repaying 9% on earnings over that threshold
Any other deductions or costs from your pay (to include amounts or how they are calculated):	None
Any fees for goods or services:	None

Annual leave entitlement and pay:	Holidays:	33 per annum pro rata
	Bank Holidays:	8 per annum pro rata
	Total:	41 per annum pro rata
Additional benefits:	None	

EXAMPLE PAY

Example Gross rate of pay:		£ 2963 per month
Deductions:	PAYE Income Tax	£ 383 per month
	Employee's National Insurance	£ 153 Per month
	Employee's Pension Contributions	£ 119 per month
	Student Loan	£ 62 per month
Any other deductions or costs from your wage:		None
Any fees for goods or services:		None
Example net take home pay:		£ 2246 per month