

EMS Roles and Responsibilities Register

| |
|--------------------------|
| EMS Working Group |
|--------------------------|

| Role | Name | Contact Details | Checked | Responsibilities |
|---|-----------------|---|---------|--|
| EMS Manager and Director of Sustainability Development (F/T) | Dr Peter Rands | Ext. 2648 peter.rands@canterbury.ac.uk | ✓ | EMS Manager |
| EMS Coordinator and Sustainability Projects Officer (P/T) | John Hills | Ext. 3021 John.hills@Canterbury.ac.uk | ✓ | Coordinates the day-to-day running of the EMS, chairs the EMS working group and conducts audits. Develops and manages sustainability projects. |
| EMS Auditor (P/T) | John Hills | Ext. 3021 | | Leads on audits and supports the EMS coordinator |
| Estates and Facilities Risk and Environmental Manager | Vacant | | ✓ | Responsible for Risk Management, and Health, Safety & Environmental legislation. |
| EMS Auditor & Senior Lecturer in the Business School | Richard McManus | Ext. 3188 richard.mcmanus@canterbury.ac.uk | ✓ | EMS Auditor |

NOTE: Those roles highlighted are dedicated sustainability related roles: 7 full/time and 9 part/time.

EMS Roles and Responsibilities Register

| |
|--------------------------------|
| EMS Responsible Persons |
|--------------------------------|

| Role | Name | Contact Details | Checked | Responsibilities |
|---|----------------|--|---------|---|
| Estates Manager | Brian Atkinson | Ext. 2572 brian.atkinson@canterbury.ac.uk | ✓ | Innovatively manage, develop and ensure the provision of efficient and cost effective operation of the planned and reactive mechanical, electrical and building related maintenance, to an outstanding standard in compliance with current legislation. |
| Senior Estates and Facilities Manager – Business and Efficiencies | Ursula Harris | Ext: 3594 ursula.harris@canterbury.ac.uk | ✓ | Responsible for student accommodation, which includes some responsibility for Waste, Noise, etc. |
| Senior Facilities Manager – Accommodation and Conference Services | Sian Waghorn | Ext. 2737 Sian.waghorn@canterbury.ac.uk | ✓ | Operational responsibility for student accommodation, inductions and |
| Maintenance Manager (Contracts) | Mark Harris | Ext. 1579 Mark.harris@canterbury.ac.uk | ✓ | To assist the Estates & Infrastructure Manager with the provision of an efficient and cost effective operation of the planned and reactive maintenance on the Canterbury Campus ensuring best value in compliance within current legislation. |
| IT contracts and Procurement Officer Manager (F/T) | Fran Stuart | Ext. 2678 fran.stuart@canterbury.ac.uk | ✓ | Sustainable IT Procurement, waste management and Chair of the Sustainable IT Working Group |
| SCR and Hospitality Supervisor | Louise Mallon | Ext. 3040 Louise.mallon@canterbury.ac.uk | ✓ | Delivering a high class efficient service to all stakeholders, this is a key senior role to lead and direct the strategic, tactical and operational performance of Catering, Conferencing and Events and Housekeeping departments across the Canterbury sites; whilst acting as professional support to the Campus Network (Medway and Broadstairs Campuses) and working with and assisting with the management of a small outsourced provision in further Canterbury locations |

EMS Roles and Responsibilities Register

| Role | Name | Contact Details | Checked | Responsibilities |
|--|----------------------|--|---------|---|
| Senior Team Leader | Julia Harris | Ext. 2235 julia.harris@canterbury.ac.uk | ✓ | Manage, supervise and co-ordinate the work of a team of housekeeping assistants, ensuring the smooth running of the service, and that the standard of work meets the requirements of the University at all times. |
| Chef Manager (Atrium Café, Augustine House) | Vacant | Ext. 3426 s.mears101@canterbury.ac.uk | ✓ | The post holder is responsible for the efficient and effective delivery of the food and beverage services in the Atrium outlet at St Augustine House. |
| Food Production Manager | Rob Eyles | Ext. 2981 rob.eyles@canterbury.ac.uk | ✓ | The post holder is responsible for the efficient and effective delivery of the food and beverage services in catering via the Food Court and events. |
| Dean of Faculty of Education | Vacant | Ext. xxxx xxx.xxx@canterbury.ac.uk | ✓ | Chair of the Education for Sustainable Futures Committee. Sits on the SSMG. |
| Sustainability Co-ordinator & Futures Initiative Administrator (F/T) | Maria (Maz) Hamilton | Ext. 3624 maria.hamilton@Canterbury.ac.uk | ✓ | Administrator for the Futures Initiative project (ESD) and sustainability co-ordinator, with oversight of the Bicycle Users Group (BUG). |
| IT Business Services Manager | Gareth Stears | Ext. 2542 gareth.stears@canterbury.ac.uk | ✓ | Sustainable I.T. |
| IT User Support Operations Manager | Iain McCracken | Ext. 3087 iain.mccracken@canterbury.ac.uk | ✓ | Sustainable I.T. |
| Head of Procurement | Robin Higgins | Ext. 2792 robin.higgins@canterbury.ac.uk | ✓ | Responsible for sustainable procurement operating practices, operating large tender processes and training of all university procurers. Chair of the Sustainable Procurement Working Group and overall responsibility for sustainable procurement activities. |
| Estates & Facilities Administration and Travel Manager (F/T) | Natalie Phillips | Ext. 2947 natalie.phillips@canterbury.ac.uk | | Travel Plan coordination |
| Health & Safety Manager | Stephanie Foll | Ext. 2302 stephanie.foll@canterbury.ac.uk | ✓ | Responsible for Health, Safety & Environment Coordinators |
| Facilities Manager - Campus Network | Sue Rumbelow | Ext. 2797 sue.rumbelow@canterbury.ac.uk | ✓ | To lead and manage the campus network Facilities Services and staff. Waste & COSHH |

EMS Roles and Responsibilities Register

| Role | Name | Contact Details | Checked | Responsibilities |
|--|--------------------------|--|---------|---|
| SMT Lead for Sustainability and Dean of Social & Applied Sciences | Professor Callum Firth | Ext. 2208 callum.firth@canterbury.ac.uk | ✓ | Overall responsibility for sustainability and chair of the Sustainability Strategic Management Group |
| Human Resources Advisor | Julia Manwaring | Ext. 2613 julia.manwaring@canterbury.ac.uk | ✓ | Julia Manwaring is an Business Partner (Corporate) |
| Equality and Inclusion Manager | Moira Mitchell | Ext. 2795 Moira.mitchell@canterbury.ac.uk | ✓ | Responsible for equality and diversity management and training. |
| Fire Safety Advisor | Nick Tovey | Ext. 2198 nick.tovey@canterbury.ac.uk | ✓ | Responsible for fire safety, and health & safety. |
| Sustainability Engagement Officer (F/T) | Felicity Brambling-Wells | Ext. 2906 felicity.brambling-wells@canterbury.ac.uk | ✓ | Environmental awareness raising, management of the Student Green Office and Accommodation Wardens |
| Assistant Facilities Director (Services) | Geoff Marsh | Ext. 2261 geoff.marsh@canterbury.ac.uk | ✓ | <ul style="list-style-type: none"> • Promoting sustainable food • Provision and management of car parking • Waste management • Noise & nuisance management • Security management |
| Visiting reader in Sustainability and Education (P/T) | Stephen Scoffham | Ext. 2367 stephen.scoffham@canterbury.ac.uk | ✓ | Core member of the Futures Initiative and developer of education for sustainable development. |
| ESD Lead (P/T) | Nicola Kemp | Ext. 1607 nicola.kemp@canterbury.ac.uk | ✓ | Core member of the Sustainability team and ESD Lead |
| ESD Lead (P/T) | Adriana Consorte-McCrea | Ext. 1607 adriana.consorte-mccrea@canterbury.ac.uk | ✓ | Core member of the Sustainability team and ESD Lead |
| Grounds and Gardens Manager | Paul Sims | Ext. 2290 paul.sims@canterbury.ac.uk | ✓ | Manages the Grounds and Gardens team. Member of the Biodiversity Working Group. |
| Grounds Supervisor | Mat Baldwin | Ext. 2290 mat.baldwin@canterbury.ac.uk | ✓ | Team supervisor for grounds operations. |
| Laboratories and Professional Services Manager (Human & Life Sciences) | Dr Pamela Lithgow | Ext. 1608 pam.lithgow@canterbury.ac.uk | ✓ | Holds responsibility for Health Safety and Environment within the School of Human and Life Sciences. Oversight of chemicals and fume cupboards used in science labs. |

EMS Roles and Responsibilities Register

| Role | Name | Contact Details | Checked | Responsibilities |
|--|------------------------------|---|---------|--|
| Waste Contractors (External) | CountryStyle Ltd | N/A | ✓ | Responsible for collecting CCCU waste from all campuses (not sanitary waste). |
| Assistant Facilities Director (Estates) | Vacant | Ext. 2606 xxx.xxx@canterbury.ac.uk | ✓ | Responsibility for the estate management including energy, emissions and water efficiency. |
| Professor of Geography School of Human and Life Sciences | Professor Peter Vujakovic | Ext. 2460 peter.vujakovic@canterbury.ac.uk | ✓ | Chair of the Biodiversity Working Group Chair of the Sustainability Research Network (SRN) |
| Sanitary Waste collection | VR Sani | N/A | ✓ | Collects sanitary products from across the campus network. |
| Senior Facilities Manager – Security and Logistics | Su Keogh | Ext. 1956 suzanne.keogh@canterbury.ac.uk | ✓ | Provision and management of car parking. Noise and Nuisance. |
| Energy Manager (F/T) | Vacant | Ext. 2448 xxx.xxx@canterbury.ac.uk | ✓ | Manages energy, carbon, emissions to air and water. |
| Housekeeping Manager (F/T) | Gill Williams | Ext. 2193 gill.williams@canterbury.ac.uk | ✓ | Operational responsibility for Waste Management at all campuses. |
| Estates Officer (Mechanical) | Chris Lock | Ext. 2131 Christopher.locke@canterbury.ac.uk | ✓ | Operational responsibility for Building Management Systems |
| Manager of i-Zone and Student Information | Amanda Browne | Ext. 2547 amanda.browne@canterbury.ac.uk | ✓ | Chair of the Bicycle Users Group (BUG) |
| Student Green Office Events Coordinator (P/T) | Claire Nicholson | c.nicholson180@canterbury.ac.uk | ✓ | Assists in the planning and running of events promoting sustainability to students. |
| Student Green Officer Events / Social media (P/T) | Billie Redwood | b.redwood164@canterbury.ac.uk | ✓ | Assists in the planning and running of events and managing the sustainability social media streams. |
| Student Green Officer Events Coordinator (P/T) | Emily Webb | e.webb382@canterbury.ac.uk | | |
| Student Green Office Communications Officer (P/T) | Hannah Whitehouse | h.whitehouse298@canterbury.ac.uk | ✓ | Responsible for all SGO blog posts. |
| SU Advice and Campaigns Coordinator | Ellie Martin | Ext. 1609 ellie.martin@canterbury.ac.uk | ✓ | Responsible for NUS Green Impact and Responsible Futures Partnerships |
| Head of School Media, Art and Design | David Bradshaw | Ext. 2348 david.bradshaw@canterbury.ac.uk | ✓ | Strategic responsibility for H&S and environmental operations including COSHH and waste for the school of Media, Art and design. |

EMS Roles and Responsibilities Register

| Role | Name | Contact Details | Checked | Responsibilities |
|---|-------------------|---|---------|--|
| Programme director for Photography - School Media, Art and Design | Karen Shepherdson | Ext. 5803 karen.shepherdson@canterbury.ac.uk | ✓ | Operational and strategic responsibility for H&S and environmental operations including COSHH and waste for Photography, school of Media, Art and design |
| Media Support Technician - School Media, Art and Design | Nigel Breadman | Ext. 5156 nigel.breadman@canterbury.ac.uk | ✓ | Operational responsibility for H&S and environmental operations including COSHH and waste for Photography, school of Media, Art and design |
| Art & Design & Technology Technician | Louise Chopping | Ext. 3115 louise.chopping@canterbury.ac.uk | ✓ | Operational responsibility for environmental operations including COSHH and waste for Secondary Art (SOTED) |

| Version No.: | Changes made/Reason for update: | |
|--------------|---|---------------|
| V1.0 | Update Register. Not previously controlled | |
| V1.1 | Update Register | |
| V1.2 | Update Register | July 2017 |
| V2018.1 | Updates to register and change to version control numbering | February 2018 |
| V2018.2 | Updates to register | November 2018 |