

UEA EMS MANAGEMENT STRUCTURE

Figure 1. EMS Roles and Responsibilities Organogramme

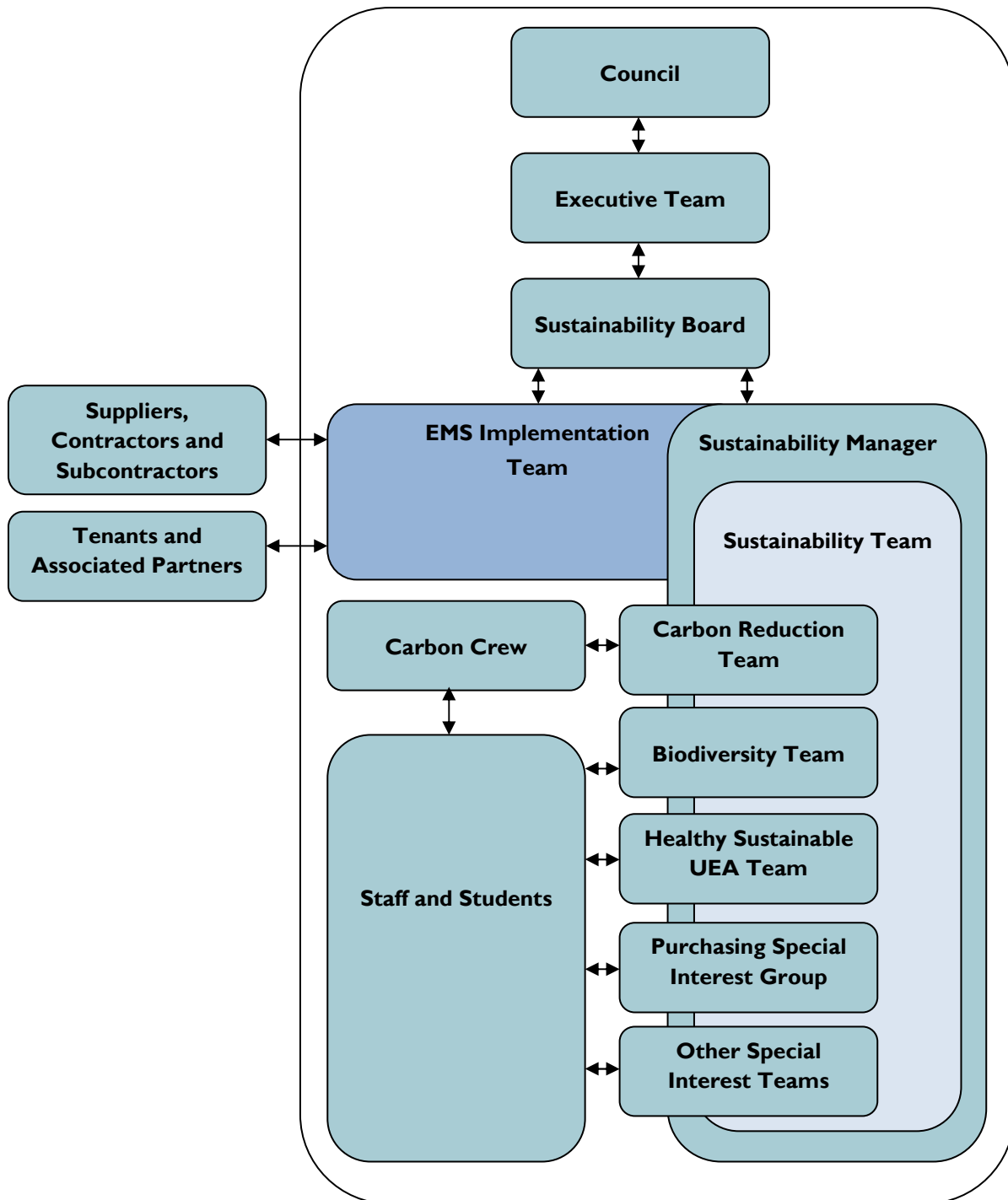
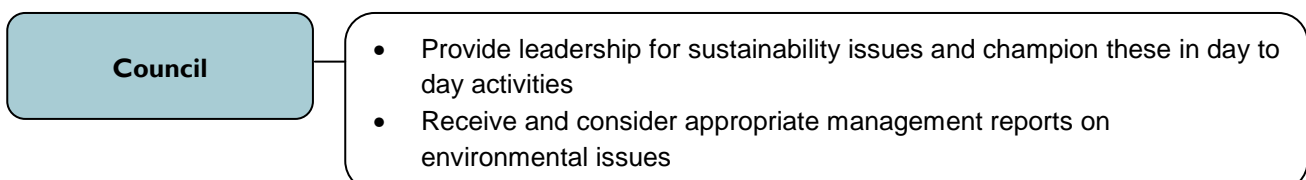


Figure 2: EMS Roles and Responsibilities



Executive Team

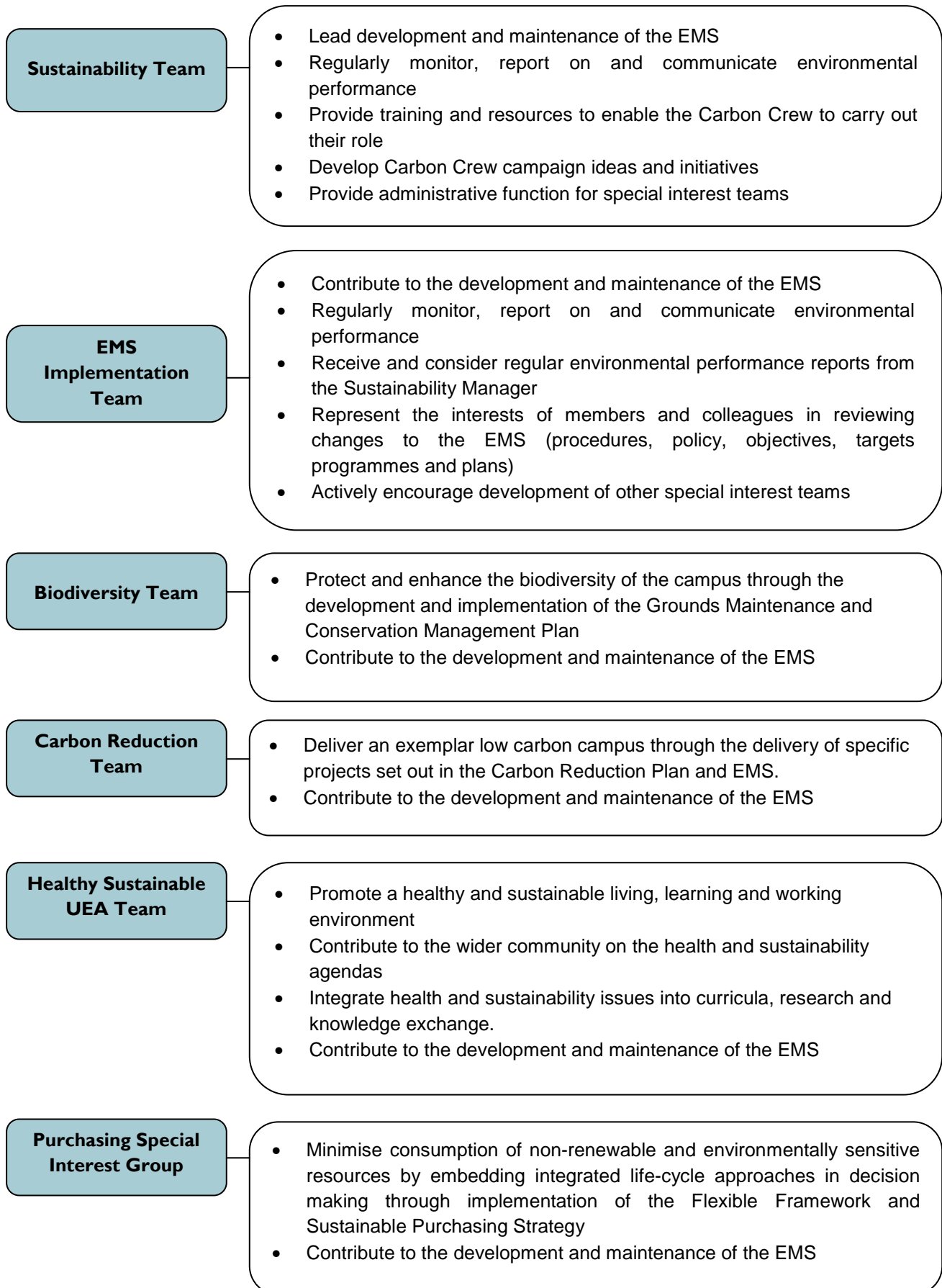
- Provide leadership for sustainability issues and champion these in day to day activities
- Receive and consider regular reports on environmental performance, and recommendations made by the Sustainability Board
- Approve the environmental policy and provide the human, financial and technological resources required to establish and operate the EMS

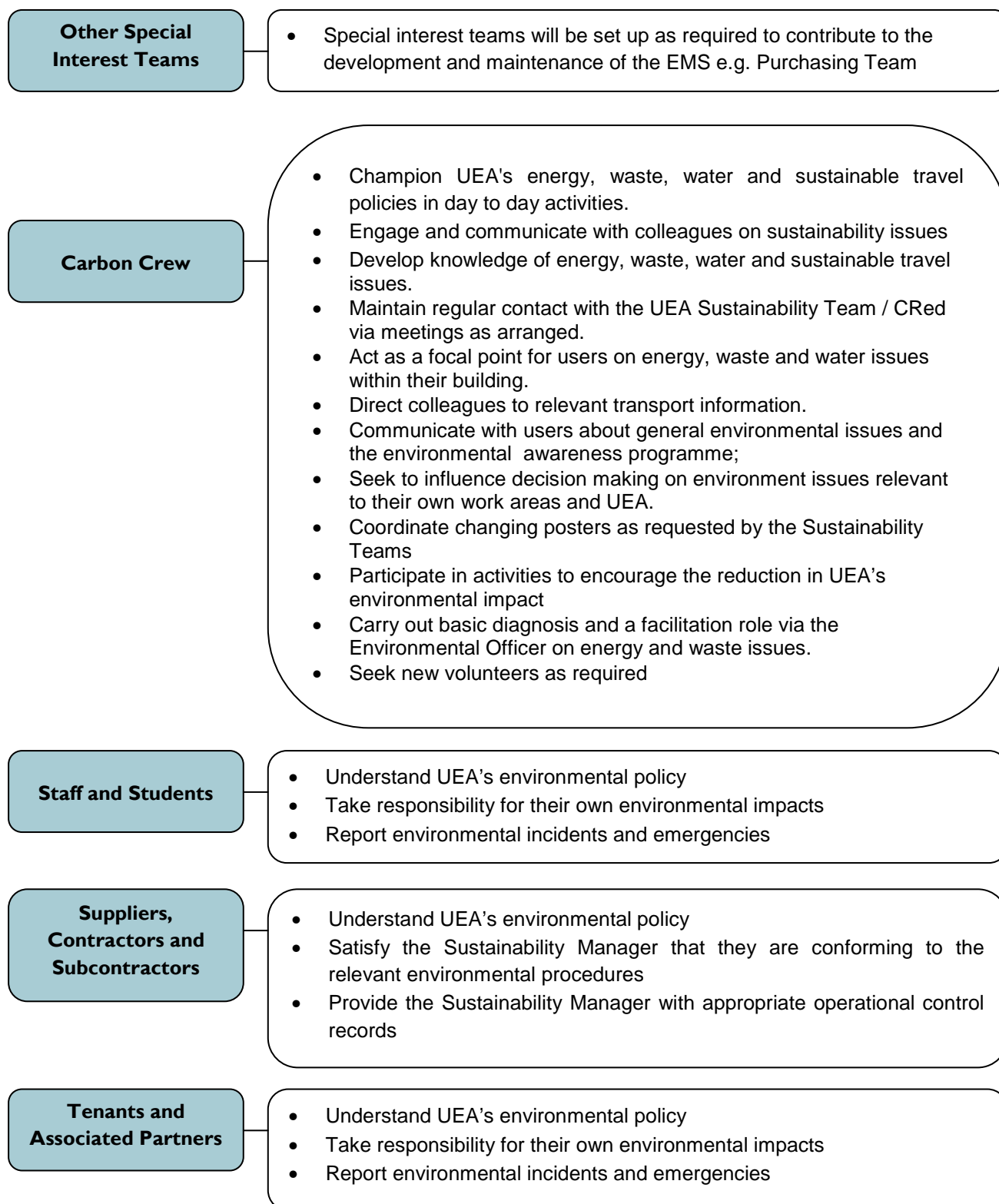
Sustainability Board

- Provide leadership for sustainability issues and champion these in day to day activities
- Have a designated environmental representative at a senior level within the University responsible for reporting on progress and performance of the EMS to Executive Team and Council
- Receive and consider regular reports on environmental performance and recommendations made by the EMS Implementation Team
- Conduct an annual review of the EMS
- Approve changes to the EMS (procedures, objectives, targets, programmes and plans, internal audit programme)
- Consider and recommend changes to the environmental policy to the Executive Team

Sustainability Manager

- Provide strategic and operational management, direction and leadership
- Ensure the EMS is established, implemented, maintained and continually improved
- Compile, update, approve, control, store and communicate EMS roles, responsibility, authority and documents (e.g. procedures) to those involved, including suppliers and contractors
- Coordinate training of all relevant staff
- Coordinate monitoring and reporting on the performance of the EMS
- Manage internal and external communications on environmental issues and implement a coherent communication strategy
- Report on progress and performance of the EMS to the Sustainability Board and present the auditing programme and recommended changes to the EMS at the annual EMS management review meeting
- Manage and review the environmental aspects register, legal register and environmental programme
- Develop, coordinate and monitor internal audits, ensure internal EMS auditors are appropriately trained and coordinate external audits as required
- Implement recommendations/corrective actions from audits and management review meetings





GROUP MEMBERSHIP:

Sustainability Board (meet quarterly, report to Council via Executive Team)

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|----------------------------|---|
| • Professor Neil Ward | Executive Dean of Faculty of Social Sciences (Chair) |
| • Roger Bond | Director of Estates and Buildings |
| • Martyn Newton | Sustainability Manager |
| • Jonathan Colam-French | Director of Information Services |
| • Annie Grant | Dean of Students |
| • Annie Ogden | Head of Communications |
| • Stephen Donaldson | Head of Finance |
| • Professor Julian Andrews | Head of the School of Environmental Sciences (expert) |
| • Dr Gideon Middleton | Norwich Business School (expert) |
| • Bill Rhodes | Central Services Manager, Union of UEA Students |
| • Dr Simon Gerrard | Low Carbon Innovation Centre |
| • Matthew Taylor | Healthy and Sustainable UEA representative |

Sustainability Team (meet bi-weekly, report to Sustainability Board)

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|------------------|--------------------------------|
| • Martyn Newton | Sustainability Manager (Chair) |
| • Richard Bettle | Environmental Officer |
| • Neil Wilson | Carbon Reduction Manager |
| • Andrew Watts | Waste Manager |
| • Dawn Dewar | Transport Coordinator |
| • Lois McCormack | Transport Assistant |
| • Paul Totton | BMS Manager |
| • Philip Warnes | BMS Technician |
| • Mike McCormack | Risk Management Advisor |

EMS Implementation Team (meet monthly, report to Sustainability Board)

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| • Martyn Newton | Sustainability Manager |
| • Neil Wilson | Carbon Reduction Manager (Chair) |
| • Richard Bettle | Environmental Officer |
| • Elaine Colk | Consultant |
| • Dr Simon Gerrard | Low Carbon Innovation Centre |
| • Andrew Watts | Waste Manager |
| • Dawn Dewar | Transport Coordinator |
| • Mike McCormack | Risk Management Advisor |
| • Andrew Burbidge | Projects Office Manager |
| • Steve Boardman | Purchasing Manager |
| • Paul Donson | Health and Safety Advisor (USS) |
| • Claire Hibbert | Sustainable Purchasing Officer |
| • Stefi Barna | MED (Healthy Sustainable UEA Team) |
| • Annie Ogden | MAC |
| • Alison Hoggan | HRD |
| • Paul Bailey | DOS |
| • TBC | ISD |
| • TBC | Sportspark |
| • Tony Johnson | SCVA |
| • Will Lacy | SU Environment Officer |
| • Teresa Belton | Staff Union Reps |
| • Rachel Buckenham | Carbon Crew Coordinators |

Carbon Reduction Team (meet quarterly, report to Sustainability Board via Sustainability Manager)

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| • Martyn Newton | Sustainability Manager |
| • Richard Bettle | Environmental Officer (Chair) |
| • Neil Wilson | Carbon Reduction Manager |
| • Dawn Dewar | Transport Coordinator |
| • Andrew Burbidge | Projects Office Manager |
| • Andrew Watts | Waste Manager |
| • Elaine Colk | Consultant |
| • Nick Syder | EST Finance and Purchasing Manager |
| • New post | Procurement Officer |
| • Iain Reeman | Greening ICT representative |
| • Paul Bailey | Residences representative |
| • Josie Nudd | Space Manager |

Biodiversity Team (meet quarterly, report to Sustainability Board via Sustainability Manager)

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| • Martyn Newton | Sustainability Manager |
| • Neil Wilson | Carbon Reduction Manager |
| • Elaine Colk | Consultant (Chair) |
| • Oliver Deeming | Grounds Manager |
| • Dr Iain Barr | Lecturer BIO |

Healthy Sustainable UEA Team (meet quarterly, report to Sustainability Board via Sustainability Manager)

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|----------------------------|-------------------------|
| • Matt Taylor LCIC (Chair) | • Annie Ogden MAC |
| • Richard Bettle EST | • Maria Rowe PES |
| • Beckie Davies DOS | • Stephen Wright CAT |
| • Fiona Wilson MED | • Santha Forder HRD |
| • Dawn Dewar EST | • Helen Lewis ACAD FOH |
| • Helen Murdoch DOS | • Jo Spiro UUEAS |
| • Stefi Barna MED | • Beverly Youngman HUM |
| • Penny Goacher NAM | • Marion Houssart CHP |
| • Julie Worrall CUE East | • Cathy Ellingworth MED |

Purchasing Special Interest Group (meet quarterly, report to Sustainability Board via Sustainability Manager)

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| • Steve Boardman | Procurement Manager |
| • Claire Hibbert | Sustainable Purchasing Officer |
| • Martyn Newton | Sustainability Manager |
| • Neil Wilson | Carbon Reduction Manager |
| • William Lacey | Students Union Environmental Officer |
| • Elaine Colk, | Pro-Vision Environmental |