

## EMS Roles and Responsibilities Register

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|                          |
| <b>EMS Working Group</b> |
|                          |

| <b>Role</b>   | <b>Name</b>    | <b>Contact Details</b>                    | <b>Checked</b> | <b>Responsibilities</b>  |
|---|----------------|---|----------------|--|
| <b>EMS Manager</b> and Director of Sustainability Development (F/T) | Dr Peter Rands | Ext. 2648<br>peter.rands@canterbury.ac.uk | ✓              | EMS Manager  |
| <b>EMS Coordinator</b> and Sustainability Projects Officer (P/T)    | John Hills     | Ext. 2337<br>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. |
| <b>EMS Auditor</b> (P/T)  | John Hills     | Ext. 2337                                 | ✓              | Leads on audits and supports the EMS coordinator   |

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

## EMS Roles and Responsibilities Register

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

| Role  | Name           | Contact Details                              | Checked | Responsibilities  |
|---|----------------|--|---------|---|
| Assistant Director Estates and Carbon Management                  | Brian Atkinson | Ext. 2572<br>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.<br>Manages energy, carbon, emissions to air and water.  |
| Senior Estates and Facilities Manager – Business and Efficiencies | Ursula Harris  | Ext: 3594<br>ursula.harris@canterbury.ac.uk  | ✓       | Responsible for student accommodation, which includes some responsibility for Waste, Noise, etc.  |
| Head of Accommodation Services                                    | Simon Aslett   | Ext. 3272<br>simon.aslett@canterbury.ac.uk   |         | Operational responsibility for student accommodation, inductions, etc.  |
| Maintenance Manager (Contracts)                                   | Mark Harris    | Ext. 1579<br>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<br>fran.stuart@canterbury.ac.uk    | ✓       | Sustainable IT Procurement, waste management  |
| Assistant Catering Services Manager                               | Louise Mallon  | Ext. 3040<br>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<br>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.   |
| Assistant Catering Services Manager (Atrium and systems)                      | Simon Aslett         | Ext. 3149<br>simon.aslett@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.   |
| Senior Facilities Manager   | Rob Eyles            | Ext. 2981<br>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.  |
| Sustainability Co-ordinator & Futures Initiative Administrator (F/T)          | Maria (Maz) Hamilton | Ext. 3624<br>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 User Support Operations Manager  |                      |  |         | Sustainable I.T.  |
| Head of Procurement   | Robin Higgins        | Ext. 2792<br>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. |
| Customer Services and Travel Manager  | Natalie Phillips     | Ext. 2947<br>natalie.phillips@canterbury.ac.uk |         | Travel Plan coordination  |
| Head of Health & Safety   | Stephanie Foll       | Ext. 2302<br>stephanie.foll@canterbury.ac.uk   | ✓       | Responsible for Health, Safety & Environment Coordinators   |
| Facilities Manager for Campus Network   | Sue Rumbelow         | Ext. 2797<br>sue.rumbelow@canterbury.ac.uk     | ✓       | To lead and manage the campus network Facilities Services and staff. Waste & COSHH  |
| SMT Lead for Sustainability and Pro Vice-Chancellor (Research and Enterprise) | Mike Weed            | Ext.   | ✓       | Overall responsibility for sustainability and chair of the Sustainability Strategic Management Group  |
| Health & Safety (Fire) Advisor  | Nick Tovey           | Ext. 2198<br>nick.tovey@canterbury.ac.uk       | ✓       | Responsible for fire safety, and health & safety.   |

## EMS Roles and Responsibilities Register

| Role  | Name                     | Contact Details  | Checked | Responsibilities  |
|---|--------------------------|--|---------|---|
| Sustainability Engagement Officer (F/T)               | Felicity Brambling-Wells | Ext. 2906<br>felicity.brambling-wells@canterbury.ac.uk | ✓       | Environmental awareness raising, management of the Student Green Office and Accommodation Wardens   |
| Sustainability Engagement Assistant (F/T)             | Bethany Climpson         | Ext. 3166<br>bethany.climpson@canterbury.ac.uk         | ✓       | Core member of the Sustainability team and assistant to Felicity Brambling-Wells  |
| Assistant Facilities Director (Services)              | Geoff Marsh              | Ext. 2261<br>geoff.marsh@canterbury.ac.uk              | ✓       | <ul style="list-style-type: none"> <li>Promoting sustainable food</li> <li>Provision and management of car parking</li> <li>Waste management</li> <li>Noise &amp; nuisance management</li> <li>Security management</li> </ul> |
| Visiting reader in Sustainability and Education (P/T) | Stephen Scoffham         | Ext. 2367<br>s.scoffham848@canterbury.ac.uk            | ✓       | Core member of the Futures Initiative and developer of education for sustainable development.   |
| ESD Lead (F/T)  | Nicola Kemp              | Ext. 1607<br>nicola.kemp@canterbury.ac.uk              | ✓       | Core member of the Sustainability team and ESD Lead   |
| ESD Lead (P/T)  | Adriana Consorte-McCrea  | Ext. 1607<br>adriana.consorte-mccrea@canterbury.ac.uk  | ✓       | Core member of the Sustainability team and ESD Lead   |
| Climate Education & Carbon Reduction Officer          | Laura Hackett            | Ext. 2946<br>laura.hackett@canterbury.ac.uk            | ✓       | Core member of the Sustainability team  |
| Grounds and Gardens Manager                           | Paul Sims                | Ext. 2290<br>paul.sims@canterbury.ac.uk                | ✓       | Manages the Grounds and Gardens team. Member of the Biodiversity Working Group.   |
| Grounds Supervisor                                    | Mat Baldwin              | Ext. 2290<br>mat.baldwin@canterbury.ac.uk              | ✓       | Team supervisor for grounds operations.   |
| Director of Technical Services                        | Pamela Lithgow           | Ext. 1608<br>pamela.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.  |
| Waste Contractors (External)                          | CountryStyle Ltd         | N/A  | ✓       | Responsible for collecting CCCU waste from all campuses (not sanitary waste).   |
| Deputy Director of Estates and Facilities             | Stephen Hawkins          | Ext. 2606<br>Stephen.hawkins@canterbury.ac.uk          | ✓       | Responsibility for the estate master plan   |

## EMS Roles and Responsibilities Register

| Role   | Name               | Contact Details                                 | Checked | Responsibilities  |
|--|--------------------|---|---------|---|
| Senior Lecturer, Tourism   | Jane Lovell        | jane.lovell@canterbury.ac.uk                    | ✓       | Chair of the Sustainable Heritage Working Group   |
| 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<br>suzanne.keogh@canterbury.ac.uk     | ✓       | Provision and management of car parking. Noise and Nuisance.  |
| Housekeeping Manager (F/T)   | Gill Williams      | Ext. 2193<br>gill.williams@canterbury.ac.uk     | ✓       | Operational responsibility for Waste Management at all campuses.  |
| Estates Officer (Mechanical)                                       | Chris Locke        | Ext. 2131<br>Christopher.locke@canterbury.ac.uk | ✓       | Operational responsibility for Building Management Systems  |
| Student Green Office Project Officer (P/T)                         |                    |   |         |   |
| Student Green Office Project Officer (P/T)                         |                    |   |         |   |
| Student Green Office Project Officer (P/T)                         |                    |   |         |   |
| Student Green Office Project Officer (P/T)                         |                    |   |         |   |
| Head of School Creative Arts and Industries                        | Alastair Borthwick | Ext.<br>alastair.borthwick@canterbury.ac.uk     | ✓       | Strategic responsibility for H&S and environmental operations including COSHH and waste for the School of Creative Arts and Industries.           |
| Media Support Technician - School of Creative Arts and Industries  | Nigel Breadman     | Ext. 5156<br>nigel.breadman@canterbury.ac.uk    | ✓       | Operational responsibility for H&S and environmental operations including COSHH and waste for Photography, School of Creative Arts and Industries |
| Section Director - Natural and Applied Sciences                    | Alec Forsyth       | alec.forsyth@canterbury.ac.uk                   | ✓       | Overall responsibility, Verena Holmes and Laud Laboratories.  |
| Senior Technician (Natural and Applied Sciences)                   | Krupa Bhatt        | krupa.bhatt@canterbury.ac.uk                    | ✓       | Overall operational responsibility. Day to day operational responsibility, Verena Holmes and Laud Laboratories                                    |
| Senior Lecturer and Academic Laboratory Director (Life Sciences)   | Cornelia Wilson    | cornelia.wilson@canterbury.ac.uk                | ✓       | Overall responsibility, Discovery Park  |
| Section Director - Sports Sciences Tourism, Hospitality and Events | Damian Coleman     | damian.coleman@canterbury.ac.uk                 | ✓       | Overall responsibility, Sports and Exercise Lab   |

## EMS Roles and Responsibilities Register

| Role  | Name               | Contact Details                     | Checked | Responsibilities   |
|---|--------------------|-------------------------------------|---------|--|
| Senior Technician (Sports and Exercise Science)                         | Dan Tolhurst       | dan.tolhurst@canterbury.ac.uk       | ✓       | Overall operational responsibility. Day to day operational responsibility, Sports and Exercise Lab   |
| Director of Criminology, Sociology and Forensic Investigation           | Shauna McCusker    | shauna.mccusker@canterbury.ac.uk    | ✓       | Responsibility For Ensuring An Appropriate EMS Procedure is In Place for the Forensic Programme  |
| Technical Instructor (Forensic Investigation)                           | Sally Tandy        | sally.tandy@canterbury.ac.uk        | ✓       | Responsibility for:<br>1. Co-authoring EMS Documentation,<br>2. Ordering and disposal of Chemicals<br>3. Ensuring Staff and Students Are Following EMS Procedures in Laboratory Spaces |
| Head of School of Creative Arts and Industries                          | Alastair Borthwick | alastair.borthwick@canterbury.ac.uk | ✓       | Overall management responsibility, photography   |
| Senior Lecturer in Photography, School of Creative Arts & Industries    | Rob Ball           | rob.ball@canterbury.ac.uk           | ✓       | Programme responsibility, photography  |
| Senior Lecturer in Graphic Design, School of Creative Arts & Industries | William Hill       | william.hill@canterbury.ac.uk       | ✓       | Programme responsibility, etching and printing   |
| Technical Manager, School of Creative Arts & Industries                 | Kevin King         | kevin.king@canterbury.ac.uk         | ✓       | EMS operational compliance   |
| Technical Operations Manager (Engineering)                              | Damian Marsh       | damian.marsh@canterbury.ac.uk       | ✓       | Overall operational responsibility. Day to day operational responsibility  |
| FSESS Technical Manager   | Dave Belsom        | dave.belsom@canterbury.ac.uk        | ✓       | Oversite of FSESS labs and workshops   |

The following unions are active and recognised at CCCU:

|                                    |   |   |
|------------------------------------|---|---|
| University and College Union (UCU) | <a href="https://cccu.web.ucu.org.uk/">https://cccu.web.ucu.org.uk/</a>         | UCU has on campus representation, including a Sustainability Officer. |
| Unison South East                  | <a href="https://southeast.unison.org.uk/">https://southeast.unison.org.uk/</a> | No onsite representation.   |
| Unite                              | <a href="https://www.unitetheunion.org/">https://www.unitetheunion.org/</a>     | No onsite representation.   |

## EMS Roles and Responsibilities Register

| 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  |
| V2019.1      | Updates to register   | September 2019 |
| V2020.1      | Updates to register   | February 2020  |
| V2020.2      | Updates to register   | February 2020  |
| V2020.3      | Updates to register   | March 2020     |
| V2020.4      | Updates to register   | March 2020     |
| V2021.1      | Updates to register   | February 2021  |
| V2021.2      | Updates to register   | February 2021  |
| V2022.1      | Updates to register   | January 2022   |
| V2022.2      | Updates to register   | January 2022   |
| V2022.3      | Updates to register   | January 2022   |
| V2022.4      | Updates to Register   | February 2022  |
| V2022.5      | Updates to Register   | February 2022  |
| V2022.6      | Updates to Register   | May 2022       |
| V2023.1      | Updates to Register   | June 2023      |
| V2023.2      | Updates to Register   | June 2023      |
| V2023.3      | Updates to Register   | June 2023      |