

UW HEALTH JOB DESCRIPTION

SUSTAINABILITY SPECIALIST

Job Code: 410001	FLSA Status: Exempt	Mgt. Approval: M. Evers Statz	Date: 7.2018
Department: Energy, Mgt & Sustainability		HR Approval: K. Sawyer	Date: 7.2018

JOB SUMMARY

Under the direction of the Program Director the Sustainability Specialist is responsible for the implementation, assessment and support of sustainability programs, initiatives and communications related to operations across UW Health. This role works to institutionalize sustainability within all areas of the UW Health enterprise. The position requires collaboration with various internal and external stakeholders and the ability to effectively champion sustainability to a wide array of audiences. Broad knowledge of sustainability principles and best practices and the ability to exercise independent judgment and problem-solving skills are also required. This role has a significant degree of influence in the final decision-making phases of sustainability program matters and requires thorough understanding of UW Health's values. The Sustainability Specialist drives the organizational mission for social responsibility forward by actively representing that mission in the community. The position reports to the Program Director and collaborates with them to plan and execute sustainable initiatives and establish UW Health as a leader in the field of sustainability.

MAJOR RESPONSIBILITIES

The Sustainability Specialist is a multi-faceted role that interfaces with a diverse cross-section of the UW Health community.

Strategy & Program Development

- Research sustainability issues, concerns, or stakeholder interests.
- Conduct sustainability- or environment-related risk assessments including cost-benefit analyses and product life cycle analyses
- Identify, evaluate and implement pilot projects or programs to enhance the sustainability research agenda including collaboration with the UW School of Medicine and other external stakeholders
- Develop and execute strategies to address issues such as energy use, resource conservation, recycling, pollution prevention, smarter purchasing, chemical mitigation, waste elimination, transportation, education, carbon accounting, and building design.
- Develop methodologies to assess the viability or success of sustainability initiatives.
- Facilitate the review of UW Health processes and initiate process improvements with multi-disciplinary teams through a sustainability lens.
- Compose sustainable business practice proposals and plans, and work with organizational leaders and business partners to ensure their successful implementation.
- Advance the organizational mission, vision and values in all program planning.
- Review sustainability program objectives, progress, or status to ensure compliance with policies, standards, regulations, or laws.

Work to establish UW Health as a leader in the healthcare sustainability community **Communications, Education & Outreach**

- Lead sustainability teams and build new teams across the organization.
- Collaborate with physician, nursing, administrative and business operations leadership across UW Health.
- Establish a strong cooperative relationship with other organizational leaders by providing the information, tools and services necessary to carry out sustainability initiatives.
- Role model service excellence in all interactions with internal and external constituents.
- Identify educational, training, or other development opportunities for sustainability employees or volunteers.
- Design and orchestrate the delivery of sustainability communications to internal and external constituents.
- Translate data and information into meaningful stories related to strategic aspects of the program.
- Participate in the formulation and implementation of sustainability marketing strategies and outreach media for projects or events.
- Develop and deliver sustainability educational and training materials for all UW Health staff.
- Develop sustainability reports, presentations, or proposals for supplier, employee, academia, media, government, public interest, or other groups, and ensure consistent messaging.
- Research and analyze opportunities for external recognition and collaboration in the field of sustainability.
- Coordinate content for award applications with other operational leaders and submit applications.

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- Write project proposals, grant applications, or other documents to pursue funding for environmental initiatives.
- Assist with writing, distributing and analyzing financial or environmental impact reports.
- Serve as a public face of Sustainability at UW Health to the media and other stakeholders through interviews and other public appearances.

Miscellaneous

- Provide direction, guidance and training to employees in the absence or under the direction of the Program Director.
- Provide support for strategic and operational projects within the sustainability program.
- Create and maintain sustainability program documents, such as schedules and budgets.
- Responsible for other miscellaneous duties as assigned.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Bachelor's Degree in Business or related field. 4 years of relevant sustainability experience may be considered in lieu of degree in addition to experience listed below.
	Preferred	Master's degree in related field
Work Experience	Minimum	Three years of progressively responsible work experience independently managing projects in sustainability or related field.
	Preferred	
Licenses & Certifications	Minimum	
	Preferred	

Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> • Strong leadership and excellent interpersonal, verbal and written communication skills. • Ability to understand and implement sound sustainable business practices at the organizational level. • Ability to inspire and facilitate change within a complex healthcare environment. • Ability to exercise a high degree of initiative, judgment, discretion and independent decision-making to achieve program objectives. • Effective skills in organization, planning, prioritization and time management. • Ability to manage multiple projects with ease, efficiency, and attention to detail. • Self-directed with the ability to work independently. • Collaborative with the ability to work as a team member, build teams, and create relationships with stakeholders and partners. • Proficient knowledge of general computer applications and the ability to effectively utilize software for word processing, spreadsheets, and presentations. • Capable of interacting and collaborating with all levels of staff in a professional manner. • Consultative approach to working with users in assessing needs and requirements. • Change management and process improvement experience. • Ability to maintain a positive attitude and solution-oriented approach. • Ability to live the organizational values and innovate. • Qualitative and quantitative analytical skills.
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AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

Infants (Birth – 11 months)	Adolescent (13 – 19 years)
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Toddlers (1 – 3 years)	Young Adult (20 – 40 years)			
Preschool (4 – 5 years)	Middle Adult (41 – 65 years)			
School Age (6 – 12 years)	Older Adult (Over 65 years)			
JOB FUNCTIONS				
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.				
PHYSICAL REQUIREMENTS				
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>				
Physical Demand Level	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Occasional Up to 33% of the time</td> <td style="width: 25%; padding: 5px;">Frequent 34%-66% of the time</td> <td style="width: 25%; padding: 5px;">Constant 67%-100% of the time</td> </tr> </table>	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
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Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Up to 10#</td> <td style="width: 25%; padding: 5px;">Negligible</td> <td style="width: 25%; padding: 5px;">Negligible</td> </tr> </table>	Up to 10#	Negligible	Negligible
Up to 10#	Negligible	Negligible		
X Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Up to 20#</td> <td style="width: 25%; padding: 5px;">Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls</td> <td style="width: 25%; padding: 5px;">Negligible or constant push/pull of items of negligible weight</td> </tr> </table>	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
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Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">20-50#</td> <td style="width: 25%; padding: 5px;">10-25#</td> <td style="width: 25%; padding: 5px;">Negligible-10#</td> </tr> </table>	20-50#	10-25#	Negligible-10#
20-50#	10-25#	Negligible-10#		
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">50-100#</td> <td style="width: 25%; padding: 5px;">25-50#</td> <td style="width: 25%; padding: 5px;">10-20#</td> </tr> </table>	50-100#	25-50#	10-20#
50-100#	25-50#	10-20#		
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Over 100#</td> <td style="width: 25%; padding: 5px;">Over 50#</td> <td style="width: 25%; padding: 5px;">Over 20#</td> </tr> </table>	Over 100#	Over 50#	Over 20#
Over 100#	Over 50#	Over 20#		
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.