SAMPLE JOB DESCRIPTION: HEALTHCARE SUSTAINABILITY DIRECTOR

As environmental sustainability has emerged as an integral part of mainstream business management, organizations have increasingly begun to establish a position in the organizational chart for a role that manages not only environmental sustainability but may also include the organization's corporate social responsibility functions. Historically this role may have been an add-on to an existing position such as Environmental Health and Safety or Facilities Management. But as understanding increased of the multiple skill sets needed to successfully manage a sustainability program that addresses not only sustainable operations—such as waste and chemical management, but also the built environment and new construction, environmentally preferable purchasing and supply chain management, resource conservation and community partnerships (to name a few), executive teams have recognized the need for a new role. The job description below is the result of the collaboration of a group of healthcare executives and managers who make up the Sustainable Operations Workgroup of the Global Health and Safety Initiative (www.globalhealthsafety.org), many of whom have already established this role in their organizations. The group delineated the necessary skills sets and job functions based on organizational experience. We offer this job description as a place to start as you initiate this work in your organization. For more information or for contacts from health systems or facilities that currently have this role in place, contact Cecilia DeLoach at 866-598-2130. or cdeloach@practicegreenhealth.org.

Job Title: Sustainability Director

Position Summary: This position will develop and lead a comprehensive sustainability program at [NAME OF FACILITY]. This includes general environmental, sustainable product procurement, waste elimination, toxicity reduction, energy and water improvement and environmental health and quality improvement for NAME OF FACILITY. This position will be responsible for tracking and benchmarking all environmental programs, coordination of environmental programs between departments and represents the organization's environmental initiatives with both internal and external stakeholders.

Core/Principle Job Accountabilities:

A. ADMINISTRATIVE

- Chairs Main Campus (and System) Green Team. Researches, directs analysis of, reviews data and advises Green Team relative to long and short range sustainability goals and projects. Provide

quarterly reports to Executive Team (or Environmental Leadership Committee) on Green Team activities and goals.

- Serve as liaison between local sustainability groups or projects and administration and professional staff. Appropriately involves Media Relations, Government Relations, and community outreach in external group interactions. Works with Media Relations to develop a strategy for communicating organization's commitment and progress toward sustainability to local community and nationally.
- Attends operations, construction, marketing meetings and other inter- and intra-department committees as Sustainability representative. Ensures collaboration and communication on intra- and inter-departmental sustainability initiatives and reports compliance with sustainability goals to Executive Team.
- Reviews, revises, recommends, and implements sustainable practices as appropriate for each site [WITHIN SYSTEM]. Establishes means of communicating best practices throughout the system through reports, meetings, educational events and website.
- Develops department website content, educational materials and a sustainability annual outcomes book and/or associated reports.
- Coordinates on-going communication of sustainability initiatives within [INSERT FACILITY OR HEALTH SYSTEM NAME], including through staff meetings, continuing education and other departmental initiatives.
- Consistently evaluates particular areas to strengthen partnerships, protocols, research, education, and marketing. Addresses ongoing sustainability needs.
- May be accountable for direction and evaluation of subordinate sustainability staff.
- Collaborates with [INSERT NAME OF FUNDRAISING ARM HERE] to develop grant applications and other funding opportunities. [IF NON-PROFIT] Coordinates with Community Benefit to accurately report environmental activities under Form 990, Schedule H.
- Evaluates, recommends, engages and supervises consultants to assist in project development or implementation.

B. TECHNICAL

- Researches and recommends current sustainable business choices and develop plans for evaluation and implementation. Communicate effectively through verbal and written assessments.
- Analyzes and assesses current operating procedures, materials, and methods; anticipates and implements changes or modifications based on sustainability goals. Performs life cycle assessments and cost analyses of proposed modifications.
- Initiates and researches special studies and projects to enhance the long term viability of sustainability initiatives within different departments.
- Develops. Oversees and approves marketing messages and outreach programs connected with sustainability.
- Monitors current evidence-based research on the environment and recommends design process changes to ensure patients' comfort/. Recommends and describes design measures to becomes [INSERT FACILITY OR HEALTH SYSTEM NAME] standard practice as new science is available.
- Oversees the creation and maintenance of a library of healthcare construction products and practices that meet sustainability guidelines including life cycle cost information.
- Is responsible for start-up and implementation of new sustainability initiatives.

- Is responsible for marketing and branding of new sustainability programs. Works closely with [INSERT FACILITY OR HEALTH SYSTEM NAME]'s marketing staff and Executive Team to assure a consistent message and maximum positive brand exposure.
- Requires travel to affiliate sites and/or national conferences on an as-needed basis—which may require out-of-state travel.

Specific Knowledge, Skills and Abilities:

- Commitment to understanding and valuing individual differences and ability to foster an environment of acceptance, fairness and mutual respect.
- Outstanding communication and interpersonal skills. Must be able to communicate with [INSERT FACILITY OR HEALTH SYSTEM NAME] associates and community members at all levels in a respectful, supportive, positive, objective manner, keeping the issues at the forefront of the discussion. Demonstrated ability to work on problem solving as a process issue, not a personality issue.
- Facilitation, change management and group process skills.
- Superb presentation skills: verbal and written. Comfortable with public speaking, training and education. Experience in developing and presenting sustainable business concepts, training, and burgeoning technologies.
- Extensive knowledge of local, regional and national emerging sustainable business strategies, life cycle costing, ROI analysis and other key sustainability tools and techniques.
- Ability to analyze data, evaluate outcomes and recommend actions
- Organizational skills: time management, self-motivation, project management, priority setting
- Must be able function independently with minimal supervision.
- Understanding of cost-benefit analysis in selection of sustainable business strategies. Knowledge of financial planning including budget development, consultant contract review and project budgeting.
- Familiarity and understanding of Safety, Lean Management, the U.S. Green Building Council's Leadership in Energy & Environmental Design (LEED) standards, the Green Guidelines for Health Care, and basic environmental compliance for healthcare
- Ability to utilize a network of sustainable business resources
- Knowledge of waste and inefficiencies common to the healthcare setting
- Strong computer skills: Word, Excel, & Power Point. Database familiarity useful.

Reporting Relationships: TBD (May be Direct Report to COO, VP of Operations, VP of Facilities)

Specific Qualifications: This position requires a college degree (BS) in business, nursing (RN), natural resources, environmental studies, education or equivalent. Must be LEED Accredited Professional and have significant familiarity with hospital operations. MBA or advanced degree preferred.

For more information on the Global Health and Safety Initiative (GHSI) or its partner organization Practice Greenhealth, visit www.globalhealthsafety.org and www.practicegreenhealth.org .