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Role description for environmental representative

Uppsala University

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For effective environmental management, the environmental management system must be an integral part of the organisation. For this reason, there has been a system of environmental representatives at the University since 2013. The environmental representatives system requires departments/equivalent units at Uppsala University to have an environmental representative who is able to allocate the requisite working hours to environmental work.

Under this decision, an environmental representative at Uppsala University has the following role:

- To support the head of department in environmental matters.
- To report to the head of department on the progress of environmental efforts.
- To coordinate and advance environmental work at department level.
 - To propose measures each year at department or division level that contribute towards achieving the University's environmental objectives and furthering the University's environmental efforts. The measures can be compiled in an activities list.
- To serve as a contact person and link between the local and central levels of environmental management at the University.
- To disseminate central information to staff members at department level.
- To provide feedback to the central level on local views on environmental efforts.
- To participate in training, information meetings, etc. organised by the University for environmental representatives.
- To plan, coordinate and prepare background material at department level ahead of/in connection with environmental audits.

Environmental representatives are to inform their head of department/equivalent and the University's environmental coordinator at the Buildings Division when their role as environmental representative ends.