

## **Sustainability Summer Placement**

[Natural Environment Research Council \(NERC\)](#)

### **Benefits**

Pulled from the full job description

- Company pension
- Cycle to work scheme
- Employee discount

### **Full job description**

#### **Natural Environment Research Council (NERC)**

**Salary:** £22,096 per annum

**Hours:** Full time

**Contract Type:** 8 Week Fixed Term Contract - Hybrid

**Location:** Polaris House, North Star Avenue, Swindon, SN2 1FL

**Please note that we can only accept a maximum of 2 applications per candidate.**

NERC is a partner organisation within UK Research and Innovation (UKRI). UKRI brings together nine organisations to create one single, independent entity with a strong voice, and a vision to ensure the UK maintains its world-leading position in research and innovation.

NERC is the UK's leading funder of environmental science. Our scientists study and monitor the physical, chemical and biological processes on which our planet and life itself depends – from pole to pole, from the deep Earth and oceans to the atmosphere and space. The science we fund has impact across all sectors. It provides a platform for future UK prosperity by contributing to a safe, healthy, productive nation. Many programmes involve collaborations with national and international partners to tackle large-scale environmental science challenges, including those faced by developing countries.

The NERC Sustainability Team has responsibility for delivery of the NERC approach to corporate social responsibility and sustainability. This role will be responsible for implementation of the environmental components of the NERC's approach to sustainability and associated reporting.

#### **About Natural Environment Research Council (NERC)**

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As well as research, innovation and training are supported from the NERC core budget. There are exciting emerging opportunities from cross-UKRI funds to develop interdisciplinary programmes

enabling environmental researchers to lead and collaborate in major projects. This advances knowledge and has significant potential for delivering economic impact.  
For more information about NERC, see: <https://nerc.ukri.org>

**Summary of Key Duties & Responsibilities:**

- Draft, review, and proofread communications for internal and external audiences
- Assist with data analysis - collect, organise and study data to provide insights and produce infographics
- Assist with desktop research – review policies, plans and literature to produce deliverables including briefings, slides and infographics.
- Establishing relationships at all levels both internally and externally
- Play an active and flexible role as a member of the Sustainability team
- Attend meetings and events to support learning with a willingness to travel if required

**To apply for this placement, we are looking for the following:**

**Essential:**

- You are in full time education at university, and will be returning to university/your studies once the summer placement has concluded
- You have the right to live and work in the UK for the duration of the placement
- Strong working knowledge of Microsoft Office, particularly Word, Excel and Powerpoint
- Good understanding of the fundamental principles of sustainability
- Planned and organised approach to work and meeting deadlines
- Able to work well within a team and show initiative
- Good inter-personal skills, particularly in communication (both written and verbal) and problem solving

**Desirable:**

- Can work independently, using available resources to overcome problems
- Experience of data analysis
- A well-read knowledge of global, national and regional issues that will allow you to communicate the need for environmental design with passion, conviction and reasoning (S&I)

**Part of our application process involves submitting your CV and a cover letter. Your cover letter should address your suitability for the opportunity based how you meet each essential criteria stated in this advert.**

**Please note that we hold the right to close this vacancy early if a sufficient number of applications have been received.**

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### **About UK Research Innovation (UKRI)**

UKRI is an organisation that brings together the seven disciplinary research councils, Research England and Innovate UK. Together, we build an independent organisation with a strong voice and vision ensuring the UK maintains its world-leading position in research and innovation.

Supporting some of the world's most exciting and challenging research projects, we develop and operate some of the most remarkable scientific facilities in the world. We are pushing the frontiers of human knowledge through fundamental research and delivering benefits for UK society and the economy through world-class research, skills and business-led innovation.

More information can be found at [www.ukri.org](http://www.ukri.org).

Choosing to come to work at UKRI means that you will have access to a whole host of benefits from a defined benefit pension scheme, excellent holiday entitlement, access to employee shopping/travel discounts and salary sacrifice cycle to work scheme. For more details, visit [benefits of working for UKRI](#).

The role holder will be required to have the appropriate level of security screening/vetting required for the role. UKRI reserves the right to run or re-run security clearance as required during the course of employment.

### **How we support EDI in the workforce**

At UKRI, we believe that everyone has a right to be treated with dignity and respect, and to be provided with equal opportunities to thrive and succeed in an environment that enables them to do so. We also value diversity of thought and experience within inclusive groups, organisations and the wider community. For further information, please visit 'How we support EDI in the workforce'.

### **Disability Confident Employer**

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy/ies. We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact us to request accommodation.

## **How to apply**

Online applications only preferred for this role. Please submit a CV and covering letter which clearly outlines how you fulfil the criteria specified along with your motivation for UKRI and the role. Ensure that the job reference number is included in the filename description of each document uploaded. Note that failure to address the above criteria or submit an application without a covering letter may result in the application not being considered. Assessment will only be based upon the content of your submitted covering letter and CV and not the 'experience' section of the application.

UKRI seeks to ensure it creates and maintains a system of openness, fairness and inclusion – a collaborative, trusted environment, which is attractive to and accessible to everyone who is interested in developing their career with us.