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Sustainable Laboratories Coordinator

Department/Division/Faculty:	Engineering, Energy and Environment / Property Division / COO Team
Campus/Location:	All Campuses
Job Family/Level:	Professional Services, Level 3a
Responsible to:	Laboratory Sustainability Officer
Line management for:	N/A
Key working Relationships (Internal):	Engineering, Energy and Environment Team, Technicians, Lab Managers, Lab Users, Maintenance Team, other Property Division Teams and Academic staff
Key Working Relationships (External):	UCL (LEAF)
Contract type:	Casual

Purpose of the Post

Imperial College London is committed to becoming a leader in sustainability, with laboratories playing a critical role in our environmental impact. With over 1,400 laboratories across our campuses, supporting sustainable lab practices is essential.

The post holder will work closely with the Laboratory Sustainability Officer to coordinate and carry out audits for the LEAF (Laboratory Efficiency Assessment Framework) programme. They will be responsible for scheduling audits with lab users, conducting audits (full training provided), completing audit documentation (primarily using Microsoft Word and Excel), and using the LEAF platform to track and manage data.

This is a people-focused role requiring strong organisational and communication skills, attention to detail, and an interest in sustainable research practices.

Key Responsibilities

LEAF Programme Coordination and Auditing

- Conduct sustainability audits in research laboratories (training will be provided) to support the delivery of the LEAF programme across Imperial.
- Plan and coordinate lab visits in collaboration with lab users and other stakeholders.
- Use the LEAF platform to record audit outcomes and monitor progress toward certification.

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- Produce documentation and reports using Microsoft Word and Excel to support labs in meeting LEAF criteria.
- Act as a point of contact for lab users participating in LEAF, and provide advice, guidance and support where necessary.

Sustainability Data and Project Support

- Collect and analyse audit data to identify areas for sustainability improvements.
- Review and maintain records and summarise progress on sustainability initiatives in labs for reporting purposes.
- Collaborate with relevant teams in the Property Division and faculties to support delivery of energy-saving and sustainability projects.
- Work with the Laboratory Sustainability Officer in identifying opportunities for lab-based efficiency improvements based on audit findings.

Communication and Engagement

- Support communication of the LEAF programme’s goals and progress across Imperial.
- Work with internal stakeholders to provide updates and insights and participate in workshops or meetings as required.
- Assist in promoting sustainable laboratory practices within the wider Imperial community.

Other Duties

- Complete all necessary training to conduct the role in a safe, efficient, and informed manner.
- Provide a courteous and efficient service to all in line with Imperial Values and Behaviours.
- To work flexibly in accordance with the operational needs of the Department and with a can-do attitude at all campuses and sites.
- Any other duties which may arise commensurate with the grade of the post as directed by the Line Manager.

Person Specification

Requirements	Essential (E)/ Desirable (D)
Candidates/post holders will be expected to demonstrate the following:	
Knowledge and Experience	
Experience working in a laboratory environment with an understanding of associated Health and Safety risks	(E)
Knowledge of Imperial’s safety systems, processes, risk assessments and requirements for PPE	(E)
Experience implementing the LEAF framework or participating in the LEAF programme in one or more labs	(D)
Environmental awareness, including an understanding of lab-related sustainability issues such as waste management, energy use, and resource efficiency, or a willingness to rapidly develop this knowledge through training	(D)

Experience working within the Higher Education sector or in research environments	(D)
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Skills & Abilities

Strong organisational skills with the ability to scope, plan and carry out audits and tasks independently at a variety of Imperial’s labs locations	(E)
Intermediate level IT skills, including Microsoft/Office 365 Outlook with delegated access to emails and calendars Word, Excel, PowerPoint, SharePoint	(E)
Ability to use digital platforms (e.g. LEAF) and able to learn new systems quickly	(E)
Effective communicator, able to engage with a wide range of stakeholders across departments and roles	(E)

Further Information

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

[Our values](#) are at the root of everything we do and everyone in our community is expected to demonstrate Imperial:

- Respect
- Collaboration
- Excellence
- Integrity
- Innovation

Employees are also required to comply with all Imperial policies and regulations.

We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender reassignment, sex, or sexual orientation. You can read more about our commitment [on our webpages](#).

September 2025