

Masters/ PHD Internship – Scope 3 Procurement

Overview

Procurement is Imperial's largest source of emissions, accounting for more than half of our total footprint. We are therefore looking to improve both how we collect procurement data and how we calculate and improve the associated emissions, to support us to achieve Net Zero goals. This internship role will support the Sustainability Hub in obtaining a higher quality procurement data from suppliers, thereby improving the accuracy of Imperial's carbon emissions that will be reported as part of the Annual Sustainability Report.

In return, the successful candidate will gain hands on experience working with large datasets in the fields of carbon emission calculation and procurement. The candidate will develop an understanding of Imperial's complex supply chain and its associated carbon emissions, at the same time, collaborate with colleagues from a range of roles and disciplines.

Goals

You will focus on three main workstreams:

1. Gather carbon emissions and intensity relevant data for our top 100 suppliers

- Review our existing supplier records in Net Positive and identify where greenhouse gas emissions data, carbon reduction targets and business turnover (verify available data, update missing or incomplete information using publicly available sources).
- Search publicly available sources (e.g. company sustainability/ business reports, SBTi database, supplier websites) to find:
 - Reported Scope 1, 2 and, where available, Scope 3 emissions
 - Where Scope 3 footprint is available, what this includes (limited to easy-to-measure areas such as transport fuel usage, or wider to cover the organisation's own supply chain, waste and other items)
 - Annual business turnover
 - Net-zero or science-based targets and timelines
- Record this information in a structured template that will then be used by the sustainability team for wider supplier engagement.

2. Create a master matching table that clearly connects procurement supplier records with Net Positive supplier records

- Align supplier names between procurement data and Net Positive
- Export supplier lists from our procurement/finance system and from Net Positive.
- Propose a standard naming convention and document any unavoidable exceptions (e.g. where multiple legal entities sit under one brand).

3. Clarify organisational boundaries of supplier emissions data

- For each of the top 100 suppliers, check whether reported emissions and targets relate to:
 - Global operations (entire company worldwide), or
 - UK-specific operations / services

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- Note any differences in scope that could affect how we interpret the data (for example, global manufacturing vs UK-only service delivery).
- Capture this in a clear, standardised field (e.g. 'Coverage: Global / UK / Other') so that we can distinguish between global and UK-specific reporting in our analysis.
- Flag suppliers where the boundary is unclear or ambiguous and summarise questions for follow-up with the supplier or procurement/ account manager.

Outputs

By the end of the internship (end of August), we expect you to help deliver:

- A completed dataset of carbon information for our top 100 suppliers, ready for use in our Scope 3 reporting.
- A supplier name matching table and short guidance note on naming conventions and data-cleaning rules.
- A summary spreadsheet or short report indicating, for each supplier, whether emissions data are global or UK-specific and any key NB.

Ideal candidate profile

- Current student (postgraduate or PhD), - a background in Sustainability, or an associated environmental science discipline would be an advantage.
- Comfortable working with spreadsheets – Excel, and large datasets.
- Strong attention to detail and an interest in climate change, carbon accounting or sustainable procurement, supply chain.
- Good written communication skills; able to draft clear, professional emails to suppliers.
- Curiosity and willingness to learn how tools like Net Positive and procurement calculation support sustainability reporting.

Support & Oversight

This role will be funded by the **Sustainable Imperial Budget** and will report jointly to:

- **Sustainable Procurement Manger** – Will Gee
- **Sustainability Analyst** – Zekun Fu

Terms

- **Duration:** mid of June – end of August
- **Hours:** Up to 20 hours per week

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- **Pay:** £19.50 per hour
- **Eligibility:** Right to work in the UK required
- **Interviews:** Brief interviews will be conducted with:
 - **Procurement Manger** – Will Gee
 - **Sustainability Analyst** – Zekun Fu
 - **Relevant technical expert**

How to apply

Please send your CV and a 1-page expression of interest setting out how you meet the job requirements above to Zekun Fu z.fu24@imperial.ac.uk by **5 July**.

Please note: If successful you will need to evidence your right to work in the UK to the casual workers team as part of onboarding – work cannot begin until this evidence has been provided.

Accessibility requirements

Imperial is committed to creating an inclusive and accessible recruitment process for all candidates. If you require any adjustments or accommodations—whether during the application process, interviews, or in the workplace—please let us know. Examples might include alternative formats for application materials, additional time for assessments, or assistive technologies. You can share your needs confidentially by contacting Will Gee w.gee@imperial.ac.uk, and we will work with you to ensure you have the support you need to succeed.