

Job Description

Post/Job Title:	Travel & Transport Manager
Ref:	231 / 0000505173
Faculty/Professional Service:	Estates
Group/Section:	Facilities Management/Sustainability Team
Location including building	Studland House
Normal Hours per week:	Full time (some flexibility will be required to ensure key timescales and deadlines are met)
Grade:	6
Accountable to:	Sustainability Manager
Accountable for:	Travel & Transport Coordinator

Job Purpose

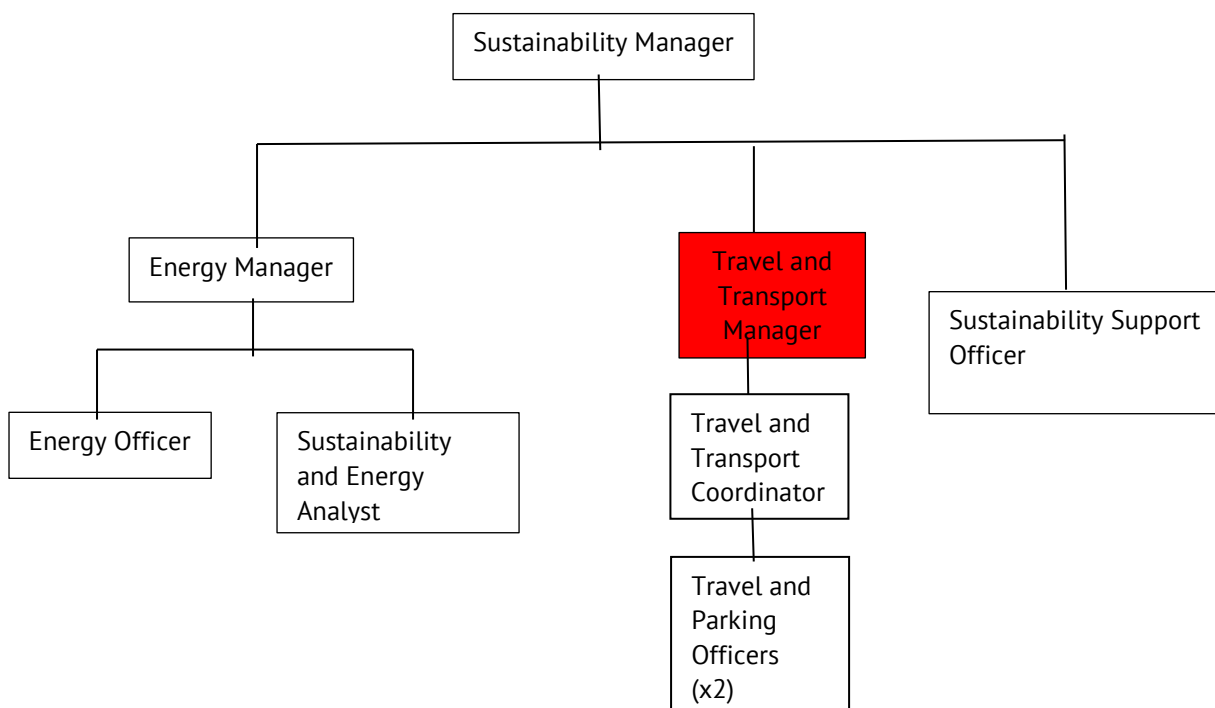
To lead all aspects of sustainable transport and travel planning at BU and to oversee the delivery of the Travel Plan. The Travel Plan is fundamental for BU's core business, as it enables staff, students and visitors to have options for accessing the university. It also supports the future strategic development of the campuses. To continuously develop the university's Transport Strategy ensuring that it is aligned to the overall university strategy, Estates Development and sustainability agenda. The manager is also responsible for initiating system, policy and/or behaviour change projects, monitoring the process and delivery of projects and the realisation of benefits. Management of the Travel and Transport Team and for a revenue budget of £18m from 2016 to 2026.

Main Responsibilities

- To ensure the Travel Plan is aligned to and supports the overall University strategy and sustainability agenda and supports the delivery of the Climate and Ecological Crisis Action Plan (CECAP).
- To continuously develop and implement the University's strategic Travel Plan to anticipate and meet the University's requirement for transport solutions and to respond to changes in the University's estate.
- To manage the Transport Team to ensure operational transport solutions are implemented and the team provide excellent customer service at all times.
- Ensure car parking policy and procedures are implemented in a fair and equitable manner.
- Lead and implement travel and transport projects including for bus transport, cycling and car parking as required.
- Manage the travel and transport budget to invest in initiatives and projects for the strategic improvement of BU's infrastructure and reduce H&S risks related to transport, including the monitoring of all costs and savings; identify opportunities and lead applications for external sources of funding for Travel Plan measures, as appropriate.

- Ensure that management information is available on the performance of all aspects of transport relating to the university and to provide reports on and disseminate relevant information and data to enable decision making and performance monitoring.
- Working with the Sustainability Analyst to monitor, analyse and report transport information to all staff, students and visitors using a variety of media and forums, including carbon emissions.
- Develop strong strategic and operational relationships with both internal and external stakeholders for travel and transport.
- Be the subject matter expert and provide expert advice and guidance to the university on transport matters. In particular to the Estates Development Team to ensure the Travel Plan supports both the strategic development of BU and sustainable transport principles. Also provide advice and guidance on transport matters and develop effective awareness and engagement programmes to encourage staff, student and visitor behaviour change.
- Lead the planning and design of the engagement activities for university events (e.g. Bike Doctor, Bike Fairs).
- Manage large operational contracts including the Unibus contract (£17m over 10 years) to ensure it provides value for money and excellent customer experience. Also manage revenue budget to provide range of engagement and operational activities to support delivery of the travel plan.
- Provide the operational requirements for all travel and transport services including business case production and procurement activities.
- Manage the quantum of car parking to ensure the business can continue to operate efficiently. And manage the provision of parking management controls to ensure parking is available for staff and students through an appropriate permit system.
- Work with other internal teams to ensure impacts of changes to the transport structure and use of the estate and external interfaces are communicated to others and that there is a joined up approach to overall estate management and project delivery.
- Contribute to maintaining and improving the university's Environmental and Energy Management System (EEMS) and the achievement of included travel objectives.
- Contribute to reporting requirements on the university's sustainability performance (for example Estates Management Returns and THE Impact Rankings).
- Any other duties as allocated by the line manager following consultation with the post holder.

Organisation Chart



Contacts

Internal:

Regular contact with staff and students across BU, including Estates Executive, ULT and UET, and SUBU.

External: Active communication with external stakeholders, including the local community, external organisations, planning authorities, public transport operators, business and industry, other Further and Higher Education Institutions, local and national government, travel-related interest groups and external consultants etc

Challenges

Encouraging others to adopt more sustainable transport habits. Balancing delivery of strategic and operational elements of the Travel Plan. Ensuring transport solutions are in place to support business needs.

Information Governance Responsibilities

Data User

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an offence to apply for and perform the role, if a person is bared from engaging in regulated activity. Further information is available in BU's Safeguarding Policy and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

October 2024



Person Specification

Post/Job Title: Travel and Transport Manager	Post No: 0000505173
Faculty/Support Service: Estates	Date: October 2024
SELECTION CRITERIA	Essential / Desirable
Knowledge (including experience & qualifications)	
A degree in a related discipline (or equivalent work experience)	E
Post graduate degree in a transport or related discipline	D
Experience of delivering a strategic Travel Plan at a multi-location site	D
Knowledge and understanding of sustainable transport policies and principles, travel planning best practice, and current and future developments in sustainable transport	E
Experience processing and analysing data and information to make recommendations for change	D
Experience of line management	D
Experience of managing large operational contracts	D
Membership of transport or sustainability related professional body	D
Knowledge of certified Environmental Management Systems (EMS), e.g. EcoCampus or ISO14001	D
Knowledge and practical experience of awareness-raising or campaigning on sustainability issues and the application of behaviour change techniques	E
Experience of working in higher education or a similar environment	D
Experience of managing budgets to deliver value	D
Skills	
Excellent interpersonal skills to lead change and influence a wide range of stakeholders	E
Excellent project management and organisational skills	E
Ability to develop effective relationships with people at all levels, both internal and external	E
Ability to negotiate and influence others at a level commensurate for the role	E
Budget and contract management skills	E
Effective conflict resolution negotiation skills	E
Excellent numerical and analytical skills	E
Excellent level of computer literacy, including working knowledge of MS Office and excellent Excel skills	E
Excellent written and verbal communication skills, including presentation skills	E
Outstanding ability to turn data into information to inform management decisions	E
Attributes	
Ability to work proactively and independently whilst contributing effectively as part of a team	E
Committed to service excellence	E
Self-motivated and enthusiastic	E
A reflective and committed approach to own professional and personal development	E
Ability to motivate others into action	E