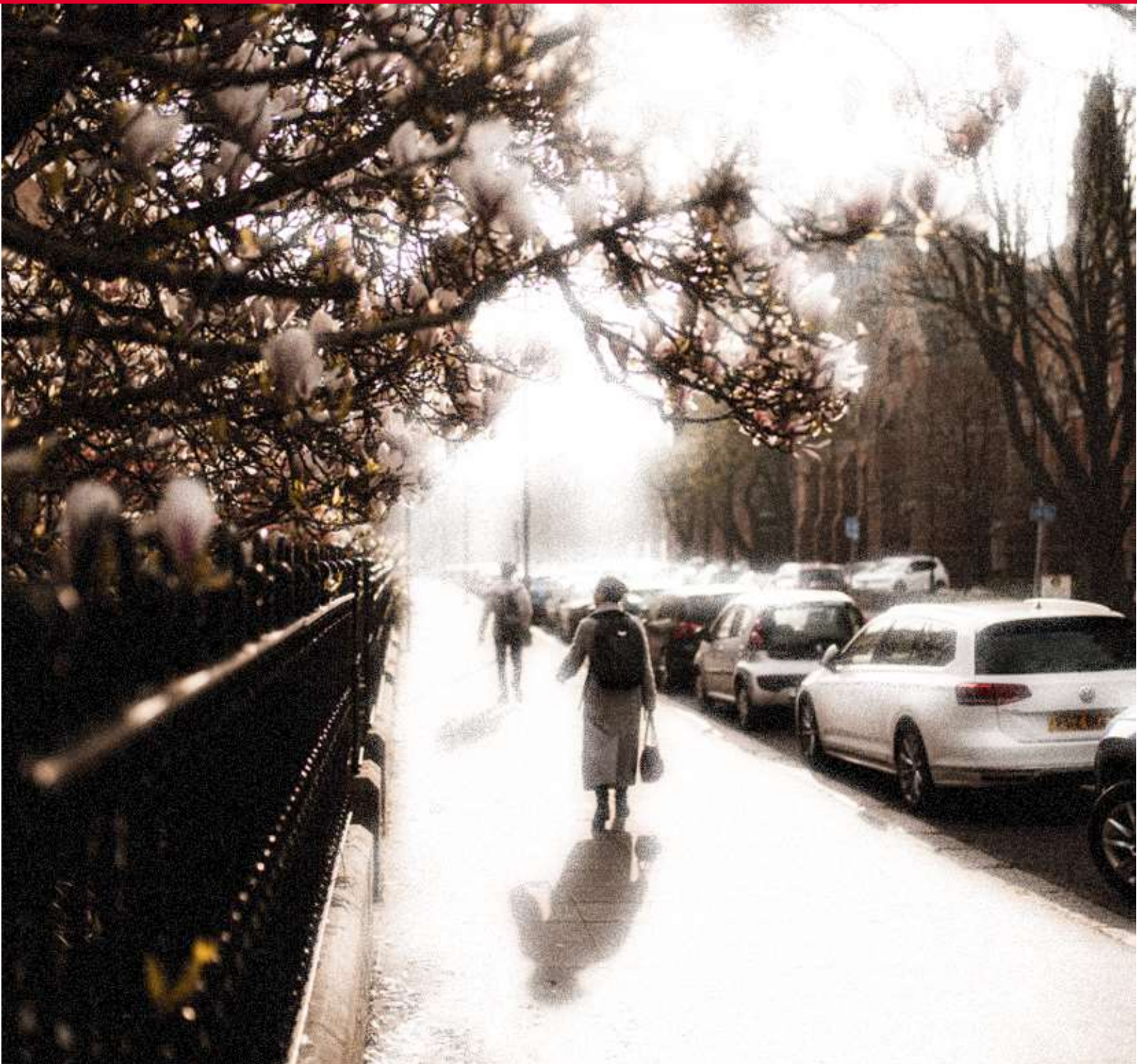


## Candidate Brief

# Assistant Estates Manager (Sustainable Travel and Transport)



Reference : 22/110226

Closing date : 03.10.2022

## Overview of the Role

**Are you looking for an exciting opportunity to work in promoting sustainable transport and travel?**

**Are you excited about delivering projects which will make a positive difference?**

**Could you play a key role in shaping the University's journey to Net Zero?**

**Would you like to be part of a growing dynamic and inclusive team to progress our sustainability ambition?**

Based on campus, you will play a leading role advancing our pathway to Net Zero emissions, through the development and delivery of a Sustainable Travel and Transport Strategy.

You will have a clear understanding of the main drivers for change facing transport services both now and, in the future, including those in respect of decarbonisation and sustainable travel.

Your skills will ensure the University integrates sustainable travel across the University estate whilst raising the profile amongst the University community on the benefits of more sustainable travel choices.

You will manage the University Car Parking system, including a review and development of current policy, ensuring that it evolves to align with the University's sustainability aspirations whilst meeting business needs.

## Main Duties and Responsibilities

1. Develop and implement the University Sustainable Travel strategy and associated activities to meet the requirements of local authority planning agreements and objectives of the University's Net Zero commitments.
2. Manage the delivery of a range of sustainable travel projects. Monitor and report on the implementation of the Travel Plan, undertaking necessary data collection including the completion of biannual staff and student travel surveys.
3. Provision of specialist professional advice and recommendations regarding sustainable travel, car parking and fleet matters to support informed decision making.
4. Develop, implement and manage policies for the safe and effective management of the University Fleet to ensure that the University is managing risk, complying with health and safety legislation and reducing fleet emissions as far as possible.
5. Develop and manage the University car park service, parking management systems and associated policy e.g. permit allocation and renewal; reviewing, developing and consulting on changes as required.



6. Manage the procurement of University vehicles and contracted services relating to Travel, Transport and Car Parking. Manage the day-to-day delivery of travel and transport related contracted services provided to the University e.g. vehicle maintenance, salting and gritting, barrier maintenance.
7. Liaise with a range of areas across the University to ensure effective management of the University Fleet including Finance, Procurement, Directorates and Schools providing advice and guidance on Fleet, Parking and Sustainable Travel.
8. Monitor compliance with local and national transport policy and commitments placed on the University through planning legislation by Government departments and local authorities. Provide advice and input regarding travel planning to construction, refurbishment and maintenance projects.
9. Build and manage effective working relationships with external partners (e.g. Translink, Belfast City Council, Department for Infrastructure Active Travel Unit, Sustrans, Turnaround Project) to ensure the successful development and implementation of Travel, Transport and Parking Policies. Represent the University in external partnerships relating to travel and transport.
10. Monitor and manage budgets relating to Travel, Transport and Parking policies to ensure best value and maximise opportunities for financial savings through efficient use of resources and minimisation of waste.
11. Prepare reports outlining progress against key objectives and targets, making recommendations for improvements and cost savings where appropriate.
12. Report to, and participate in, relevant University working groups which contribute to strategy and development of policies and practices.
13. Monitor and maintain records relating to sustainable travel and fleet management including carbon emissions, mileage, MoT records, vehicle tax and vehicle maintenance.
14. To assist with environmental audits, inspections and assessments across the University to ensure compliance with relevant environmental and sustainability legislation.
15. Carry out any other duties associated with the role as reasonably requested by line manager or Head of Sustainability.

## **Qualifications and skills**

### **Essential**



- HNC/D in a relevant subject plus a minimum of 5 years' recent relevant post qualification experience in relevant transport distribution/logistics/Travel Planning environment

or

- Degree in a relevant subject plus a minimum of 3 years' recent relevant postgraduate experience in transport distribution/logistics/Travel Planning environment
- Relevant experience that will demonstrate expertise, technical competence and operational understanding of the effective implementation of travel plans.
- Relevant experience that will demonstrate expertise and technical competence in fleet management and procurement.
- Relevant project management experience delivering against key milestones
- Sound knowledge of Government legislation relating to sustainable travel policy.
- Suitable analytical and problem-solving ability.
- Good organisational ability and time management whilst working concurrently on a large number of different projects.
- Proficient in Microsoft Word/Excel/PowerPoint/Outlook packages.
- Excellent written and oral communication skills.
- Good interpersonal and written skills with the ability to write clear reports and present options and recommendations.
- Proven ability to build and maintain effective working relationships and to liaise effectively with internal and external contacts.
- Valid UK driving licence.
- Willing to carry a mobile telephone.
- Willing to attend University out of hours

### **Desirable**

- Two years relevant experience in Travel Planning
- Membership of a relevant professional body, for example, the Institute of Environmental Management & Assessment, Chartered Institution of Highways and Transportation, Transport Planning Professional or the Chartered Institute of Logistics and Transport.
- Experience of working in a Higher Education environment
- Experience in management of Car Parks



