

**Travel Plan Co-ordinator  
JOB DESCRIPTION**

<p><b>Job Title:</b></p> <p><b>Travel Plan Co-ordinator</b></p> <p><b>Location:</b></p>	<p><b>Post No:</b></p> <p><b>Grade:</b></p>
<p><b>Reporting to:</b></p> <p><b>Head of Transport Services</b></p> <p><b>School:</b></p> <p><b>Facilities Department</b></p>	<p><b>Post No:</b></p> <p><b>Location:</b></p>
<p><b>Accountable to:</b></p> <p><b>School/UWS:</b></p>	<p><b>Post No:</b></p> <p><b>Location:</b></p>
<p><b>POSTS DIRECTLY SUPERVISED:</b> (All posts under your supervision)</p> <p>None</p> <p><b>DETAILS OF STAFF INDIRECTLY SUPERVISED:</b> (not employed i.e. Contractors)</p> <p>None, although management of contracts and contractors will be regular. Development of processes and procedures for use by transport staff, (managed by others).</p>	
<p><b>SUMMARY OF MAIN PURPOSE OF THE JOB</b></p> <p>To develop, implement and drive the University Travel Plan. To organise, manage and support transport services initiated by the travel plan. To strive to maximise sustainable, environmentally-efficient travel and transport strategies.</p>	

## **DUTIES & RESPONSIBILITIES**

1. Develop the University Travel Plan.
2. Implement and encourage initiatives to support and improve staff and student travel planning arrangements.
3. Plan and introduce sustainable and environmentally-efficient travel and transport operations, and align strategies and activities with local and central government planning and development policies.
4. Communicate with all internal and external stakeholders personally and through the organisation of working groups, focus groups, marketing campaigns and other methods as appropriate.
5. Develop a campus co-ordinator's support network to create local travel plan 'Champions'
6. Responsible for car park management.
7. Develop a business case for funding travel plan activities.
8. Responsible for managing and supporting existing transport contracts and services.
9. Other tasks of a similar or supportive responsibility level that are relevant to the role.

## **ACTIVITIES**

1. Develop the travel plan by expanding and merging existing green travel proposals and recommendations, where they exist, and introducing them on a University – wide basis. Where necessary work with consultants to undertake further development. Implement the plan at all levels within the University.
2. Create, develop and implement travel planning initiatives that are suitable for the University. These could include: car-sharing; car club; bicycle usage; walking routes; passenger transport services; promote public transport use; mini-bus use; disability transport awareness.
3. Recommend and plan the introduction of short, medium and long-term initiatives for the implementation of sustainable, environmentally friendly transport services. Understand and maintain an awareness of the implications of Local Authority Unitary Development Plans and Central Government planning and development requirements. This includes the statutory and planning requirements required of the University relating to site and building developments. Recommend actions to align University travel and transport services with planning and legislative requirements.
4. Organise staff meetings to present and discuss travel planning issues. Organise support groups for stakeholders. Develop marketing campaigns for the travel plan and its initiatives. Develop a travel planning home page and keep all information up-to-date. Ability to organise large surveys. Organise the development of a discussion board electronic forum with external stakeholders such as local authority, safety and travel organisations, public transport companies.
5. Appoint and support the development of a site travel plan co-ordinators network to encourage local ‘champions’. Guide them in their roles and drive and support their activities, especially with user and focus groups. Ensure alignment of their duties with corporate travel plan objectives.
6. Implement a structure of charging for use of University car-parks, Organise the installation of necessary equipment and set up the staff support structure to manage the service.
7. Develop a business plan for University travel planning which recommends initiatives and the financial implications of their implementation. Provide support information for the development of capital and revenue rolling plans for travel planning and transport support.
8. Responsible for developing policies that support:
  - Passenger transport service
  - Pool vehicle service
  - Car hire contract
  - Executive driving service.
9. Other tasks of a similar responsibility level as and when required.

## **KNOWLEDGE AND EXPERIENCE**

### **Essential features**

Should be a role model for travel planning initiatives.

Confident with effective communication skills and good presentation skills

A good negotiator with the ability to persuade.

Ability to communicate with people at all levels

Computer literate.

Capable of multi-tasking, a driver of change.

Experience of working within the travel or transport industry, especially with a responsibility for aspects of 'green' travel or travel planning.

Ability to manage own time and workload. Will need to be well organised and be able to undertake and manage own administration.

### **Desirable features**

Previous experience of managing projects.

Marketing skills.

Knowledge of environmental issues and their business perspective.

Relevant transport or travel qualifications.

Knowledge of the transport industry and it's regulatory environment