

Job Description



Job Title:	Travel Plan Assistant
School/Service:	Estates Services - Safety, Health & Environment
Grade:	F
Responsible to:	Lead Safety, Health & Environment Adviser
Responsible for:	

Job Purpose:

To assist in the implementation of the agreed University Travel Plan (2019 - 2024) and its future development in support of the University's Sustainability Strategy and Carbon Management Programme.

To monitor initiatives to ensure continuous improvements in the development of sustainable commuter and business travel alternatives for the University community.

Main Duties and Responsibilities:

1. Assist in the implementation of the University Travel Plan and provide any information requested by Preston City Council for approval as part of any planning applications sought for new University Capital Development or Masterplan Projects.
2. Manage and work within the agreed Travel Plan budget.
3. Attend relevant meetings to include the Travel Working Group and Environment & Sustainable Development Working Group to provide progress updates on the Travel Plan.
4. Provide progress reports to the SHE Manager on milestones and on the agreed key performance indicators for the Travel Plan.
5. Co-ordinate project/initiative meetings as required to assist with the development and enablement of initiatives designed to encourage alternative modes of transport to solo car use.
6. Collate data to monitor progress against modal targets which reflect the agreed reductions in solo car commuting and ensure these targets are achieved through a range of measures.
7. Provide statistics on the University's business mileage and targets for sustainable business travel modes.
8. Develop effective working relationships with schools/services, external organisations and local travel providers.
9. Represent the University at internal events to raise the profile of the sustainable travel options of the Travel Plan with both prospective students and existing staff & students.
10. Management of cycle lockers and cycle equipment lockers around Preston campus.
11. Update the FM sustainable travel webpages to promote and advise the University community of alternative travel modes.
12. Update promotional literature and liaise across University to ensure that this literature is widely available.
13. Take part in local and national sustainable travel initiatives, conferences and training as required.
14. Provide support to the wider SHE Department required.
15. Undertake any other duties as required and commensurate with the grade.

Signed:		Date:	
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Person Specification

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Attributes	Essential	Desirable	Measured By
Work Experience	3 years of implementing Business Travel Plans and associated people and/or resources in a large organisation.	Experience of working at a strategic level	Application Form
	Experience of marketing / promoting initiatives	Understand how travel fits within the University's Environmental Management System	Interview
Education/Qualifications	Degree / NVQ Level 4 or equivalent qualification / experiential learning	Good working knowledge of relevant Safety, Health and Environmental issues and legislation	Application Form
Skills/Abilities	Excellent written and verbal communication	Experience of web content management	Application Form
	Experience of report writing		
	Customer focused networking skills with internal and external sources		Interview
	Excellent facilitation and organisational skills with ability to prioritise tasks		
	Ability and willingness to work as part of a team		
Personal Details	Demonstrate a real interest in travel related issues		
	Strong commitment to the University's Mission Statement		
	Enthusiastic, self motivated and able to work unsupervised		
	Flexible approach in adapting to changing requirements		
	An understanding of, and demonstrable commitment to, the University's Values of Common Sense, Compassion, Teamwork, Attention to Detail, and Trust as a framework for decisions, actions and behaviours.		

Compiled by:		Date:	
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