

RECRUITMENT PACK

This document includes the following information:

- Job Description
 - Person Specification
 - Additional information
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Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (e.g. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- **We recommend that you take a copy of this recruitment pack to help with your preparation.**

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation [DisabledGo](#) who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206 873461/873521/874588) for help.

Closing Date: 21 August 2018

Interviews are planned for: 6 September 2018



JOB DESCRIPTION – Job ref REQ01710

Job Title and Grade:	Transport Administrator Grade 4
Contract:	Permanent, Full-time
Hours:	36 hours per week
Salary:	£18,777 - £21,585 per annum
Department/Section:	Sustainability and Grounds Section
Responsible to:	Head of Sustainability and Grounds
Reports on a day to day basis to:	Transport Policy Manager
Purpose of job:	The post holder is responsible for the administration of all Transport and Travel initiatives and schemes which support the Travel Plan and Parking Management scheme.

Duties of the Post:

The main duties of this post will include:

1. Provide administrative support to the Transport Policy Manager
2. Administration of all transport and travel initiatives which support the Travel Plan and Parking Management scheme
3. Administer the Parking Management scheme for the University car parks to ensure compliance with the University rules and regulations on car parking with University grounds, including those for bicycles and motorcycles
4. Respond to transport enquiries regarding facilities, offers and schemes
5. Coordinate the update of all transport related information as required including website information and signs and notices; ensuring information is updated along with University changes to the rules and adhering to legislation
6. Monitor Automatic Number Plate Recognition system software and pay stations to ensure maximum operational effectiveness including organising repairs and maintenance of machines
7. Adhere to the Accredited Codes of Practice and Membership requirements issued by the Accredited Trades Association for the Accredited Operator Scheme and issue parking notices where applicable
8. Ensure that the Accredited Trades Association guidelines and General Data Protection Act is adhered to explicitly ensuring that records held are up to date.
9. Administrate and manage parking notices and appeals as per University policy
10. Liaise with the Estate Management Helpdesk with regards to vehicle registrations, changes of policy and implement policies and procedures as adopted by the University
11. Assist in car park registration and Arrivals Day Airport Transfer Service operation

12. Any other duties as may be assigned from time to time by the Director of Estate Management or their nominee

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Terms of Appointment:

For a full description of the terms of appointment for this post please visit:

<http://www.essex.ac.uk/hr/current-staff/terms.aspx#>

August 2018

PERSON SPECIFICATION

JOB TITLE: Transport Administrator

Qualifications /Training

	Essential	Desirable
GCSE Grade C or above, in English and Mathematics and 3 other subjects, or equivalent	X	
A relevant qualification in Administration		X

Experience/Knowledge

	Essential	Desirable
Experience of working within a relevant role	X	
Experience of administration within an office environment	X	
Experience of dealing with challenging situations	X	
Knowledge and understanding of data protection and confidentiality	X	
Experience of working within a Higher Education Environment		X

Skills/Abilities

	Essential	Desirable
Strong organisational and administrative skills with a systematic approach to work	X	
Excellent time management and organisational skills	X	
An ability to act with discretion and maintain confidentiality	X	
Excellent interpersonal skills, including an ability to establish good working relationships with a wide range of people	X	
Proven expertise in Microsoft Office	X	
An approachable manner, sensitive to complex and sometimes emotional issues	X	
A proven ability to work and maintain perspective under pressure, including implementing difficult and unpopular decisions	X	
Excellent communication skills, particularly the ability to write clearly and concisely	X	
The ability to work with a minimum of supervision and as part of a team and to provide flexible support to colleagues	X	

Other

	Essential	Desirable
The willingness to travel to other Southend and Loughton campuses as required	X	
Ability to meet the requirements of UK 'right to work' legislation*	X	
Possession of a full, clean UK-valid driving licence	X	

* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect, for example a UK/EEA passport or identity card; a full UK birth certificate; a Home Office document or visa evidencing the right to take this employment. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post.

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ADDITIONAL INFORMATION

Estate Management Section

You can find more information about the department at the following link:

www1.essex.ac.uk/estates/transport/

People Supporting Strategy

Please find a link to the People Supporting Strategy.

<https://www.essex.ac.uk/-/media/documents/directories/human-resources/people-supporting-strategy.pdf>

General information

Informal enquiries may be made to Charlotte Humphries, Transport Policy Manager (telephone; 01206 874597 or e-mail: cahum@essex.ac.uk). However, all applications must be made online.

Pay and benefits

We advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The university salary structure includes automatic pay progression within the published grades, subject to service and performance. In addition to this, there are performance related annual pay review schemes in place.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development
- Family friendly policies
- On campus childcare facilities, for more information visit www.wivenhoeparkdaynursery.co.uk
- Childcare vouchers
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

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August 2018