

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 876559) for help.

Closing Date: 24 February 2019

Interviews are planned for: TBC



JOB DESCRIPTION – Job ref REQ02346

Job Title and Grade:	Sustainability (Travel and Transport) Officer Grade 5
Contract:	Fixed-term, Full-time. This post is fixed-term until 28 February 2020 due to funding being limited to a specific period.
Hours:	36 hours per week
Salary:	£22,017 - £25,483 per annum
Department/Section:	Sustainability and Grounds Section
Responsible to:	Head of Sustainability and Grounds
Reports on a day to day basis to:	Sustainability (Environment and Transport) Manager
Responsible for:	Sustainability (Parking) Administrator
Purpose of job:	The post holder is responsible for overseeing, administering and developing all aspects of travel and transport at the University, working closely with both the Parking Administrator and Sustainability (Environment and Transport) Manager.

Duties of the Post:

The main duties of this post will include:

1. Assist with the production of and administer the implementation of the University's Travel Plan.
2. Administration of the University's Vehicle Fleet policy.
3. Administration of the Bike Hub/Dr. Bike services.
4. Oversee the appropriate location and suitability of cycle parks, cycle routes, bus stops, taxi ranks, car parks and related signage.
5. Coordinate the update of all travel and 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. Respond to travel and transport enquiries regarding facilities, offers and schemes.
7. Manage, lead and develop the Sustainability (Parking) Administrator.
8. Liaise with local authorities public transport providers and partner organisations as required.
9. Develop on behalf of the University, effective working partnerships with a range of stakeholders, both internally and externally, to ensure that access to and around the campuses by alternative forms of transport is facilitated for students, staff and visitors.
10. Establish communication links with the University community in order to solicit discussion and feedback.
11. Be responsible for the publication and provision of information, regular news items and other appropriate documents regarding travel and transport issues and initiatives, affecting the campus community.
12. Develop initiatives to reduce the number of private car journeys to and from campus, for example car sharing.
13. Continually research, implement and promote new schemes to promote and facilitate the use of alternative forms of transport.
14. Assist in the measurement and monitoring of carbon emissions generated by the University's travel and transport related activities.



15. Deliver training on travel and transport initiatives and other associated items as and when required.
16. Any other duties as may be assigned from time to time by the Director of Estates and Campus Services 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:

<https://www.essex.ac.uk/staff/employment-policies-procedures/my-contract>

February 2019

PERSON SPECIFICATION

JOB TITLE: Sustainability (Travel and Transport) Officer

Qualifications /Training

	Essential	Desirable
▪ GCSE Grade C or above, in English and Mathematics and 3 other subjects, or equivalent	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A relevant qualification in Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Experience of working in a similar role	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of administration within an office environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of dealing with challenging situations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Knowledge and understanding of data protection and confidentiality	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience creating and working on travel plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working within a Higher Education (HE) environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Strong organisational and administrative skills with a systematic approach to work	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent time management and organisational skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to act with discretion and maintain confidentiality	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent interpersonal skills, including the ability to establish good working relationships with a wide range of people	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Proven expertise in Microsoft Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A proven ability to work and maintain perspective under pressure, including implementing difficult and unpopular decisions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent communication skills, particularly the ability to write clearly and concisely	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to work with minimum of supervision and as part of a team and to provide flexible support to colleagues	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other

	Essential	Desirable
▪ The willingness to travel to the University's other campuses at Southend and Loughton as required	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to meet the requirements of UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>

*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. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

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ADDITIONAL INFORMATION

Sustainability and Grounds Section/ Estates and Campus Services Section

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

www.essex.ac.uk/estates/colchester/grounds.aspx

General information

Informal enquiries may be made to Rob Davey, Head of Sustainability and Grounds (e-mail: robertd@essex.ac.uk, tel: 01206 874380). However, all applications must be made online.

People Supporting Strategy

Please find a link to the People Supporting Strategy below:

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

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
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension and bicycle schemes)

This document is produced by:

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