JOB DESCRIPTION

Job Title: Sustainability Transport Coordinator

Department / Unit: Estates Department

Job type: Professional Services

Grade: RHUL 7

Accountable to: Head of Sustainability

Accountable for:
- Line management of the following Estates services. Sustainability Officer (potential graduate position)
- As defined in the attached departmental organogram (Appendix 1 v15)

Purpose of the Post

The Sustainability Transport Coordinator role is a key operational and planning position, taking a leading role in the development, communication, and delivery of the University’s sustainability strategy (agreed by our University Council in June 2022) with specific reference to all aspects of transport, travel, and its associated infrastructure.

Our main campus is in Egham, but we have research and teaching facilities in central London. We are 20 miles from central London (with a direct train connection to London Waterloo) and our nearest tube station is Hatton Cross (about 7 miles from Egham). Our goal is to encourage all staff and students to use active modes of transport, such as walking, cycling or public transport.

The role remit is to assist the Head of Sustainability (HoS) to develop the University’s delivery plan for its sustainable transport and travel policy. The role holder will foster staff and student engagement while developing and delivering sustainability improvements across the entirety of the University’s professional services, student community and academic operations. This role will support the university’s leadership team and is required to connect, engage, and coordinate with a broad range of internal and external stakeholders, particularly Runnymede Borough and Surrey County Councils to maximise the leverage and impact of transport and travel initiatives.

This role will be instrumental in positioning Royal Holloway as a leader in environmental sustainability with the goal of benchmarking against national and international environmental standards and best practices. We aim to launch our Green Transport Plan in 2023/24.

Initially part of a small team, the Sustainability Transport Coordinator will help to ensure that the operational resources and staffing are appropriately scaled, aligned, and coordinated alongside wider sustainability responsibilities in academic schools and professional services.

The Sustainability Transport Coordinator acts in accordance with policies and procedures and exemplifies the mission, vision, and values of Royal Holloway University.

Key tasks and duties
Implementation of the University’s Sustainability strategic planning and governance processes with an emphasis on supporting the long-term priorities of student growth, improving sustainability, and minimising environmental impact, and promoting hybrid/flexible working.

- Support the HoS in engaging the new sustainability strategy to support the development of leading edge of estate capital, recurrent and compliance works programmes, governance, and services.
- Support the HoS in carrying out the aims and objectives of the University’s sustainability strategy specific to transport, travel and its related infrastructure ensuring service standards and customer expectations are met alongside minimising environmental impact.
- Serve as the internal leader and expert for sustainability related transport and travel, monitor trends and communicate/educate all stakeholders on sustainability topics.
- Take a key supporting role in the development, directing, and management of all facets of the sustainability and related ESG programmes for the University.
- Support the HoS in embedding the sustainability strategy transport and travel vision and develop complimentary strategies i.e., green travel plans, car park management and charging etc with SMART goals to integrate sustainability across the University.
- Take a leading role in shaping transport and travel sustainability data and reporting to align with frameworks such as the UN SDGs, enabling effective engagement with external interest groups such as People and Planet.
- Take a leading role in reporting sustainability transport and travel progress to the University, staff, students, Leadership Team and Council.
- Provide transport and travel sustainability and environmental technical support and co-ordination to other departmental professional service and academic staff as appropriate.
- Taking a leading role in the identification and mobilisation of sustainability transport and travel related funding opportunities and their alignment with appropriate works programmes, especially those with a student enabling focus.
- Take a leading role in the identification, management, and reporting through an appropriate accredited Environmental Management System (EMS).

Directing and managing a progressive, pro-active, transparent, and enabling physical and digital customer focussed response for University stakeholders and visitors in relation to the estate and estate related sustainability issues, based on reliable and accessible Estate performance SLAs and KPIs.

- Create and strengthen partnerships with the vendor community to develop and implement new strategies for effective and efficient means of providing transport and travel related infrastructure, equipment, services, and supplies that minimize environmental impact and reduce the carbon footprint of the supply chain, i.e., prioritising electric vehicle procurement.
- Active engagement in the formation, refinement, and reporting of virtual or digital management tools for transport and travel related sustainability estates programme and project management governance and resourcing.
- Utilise key sources of information and needs to present effective and accountable strategic transport and travel related sustainability plans which underpin the University’s student experience, conservation delivery, reputation, and maintenance – recognising potential impact of any growth in commuting students and in the London campus.
- Take a leading role in the strategic processes of project and programme planning around sustainability works or initiatives which feed into the wider estates planning process.
- Produce and maintain transport and travel related sustainability risk management strategies for the Egham and London campuses.

Assist the HoS in the embedding of a new environmental and sustainability strategic focussed approach to all estates related activities wherever possible in support of achieving a net zero carbon campus (Scope 1 and 2) by no later than 2035. Applicable to new build as well as refurbishment projects, it will be underpinned by a comprehensive suite of coordinated and complimentary policies. Do all the points below connect to what is noted to the above?
• Actively support the onward development, management and reporting of the University’s Sustainability Strategy and carbon management plan with respect to transport and travel in support of the University’s NZC objectives.

• Collaborate with the University’s internal groups (academic and professional services) for the development and implementation of travel and transport initiatives in support of the sustainability strategy.

• Take the lead in engaging with student stakeholder and focus groups to consult and secure feedback on travel and transport sustainability initiatives, strategies, and projects.

• Build effective partnerships with external statutory and community organizations to support transport and travel related sustainability initiatives at a regional, national, and global level.

• Collaborate with the Marketing and Communications department on a comprehensive sustainability communications strategy and develop website content, educational materials, and associated reports related to transport and travel sustainability initiatives, education, and marketing in collaboration with internal departments, including information systems, marketing, and public relations.

• Support and promote sustainability transport and travel engagement activities through tools, education, and training to increase awareness among staff, students, visitors, and the wider community to build and embed a resilient sustainability culture.

• Lead in the development of Estates and University related transport and travel sustainability metrics and performance data i.e., modal split targets in support of a progressive Green Travel Plan.

• Take a leading role in the development and application of transport and travel related sustainability focussed employers requirements.

• **Supporting the delivery of the University’s sustainability strategy aligned Green Travel Plan for 2023/24 through transport and travel specific projects and programmes related external service contracts (consultancy and services) to secure an effective, best value and complimentary Estate’s customer focussed service for the University.**

  • Prepare and consult in the development of a best in sector proactive Green Travel Plan that promotes alternatives to single car usage, based on positive modal split targets agreed and aligned with external partners i.e., Councils.

  • Proactively review and administer existing transport and travel contracts i.e., Buses to ensure that the service provision is effectively aligned with the University’s current and emergent requirements.

  • Assist the HoS in the preparation of GTP aligned transport and travel strategies related to parking management, electric vehicles and their infra-structure, shared use initiatives for vehicles, LCWIP etc.

  • Promote initiatives that support and enable improved use of public transport and travel generally, i.e., Buses, Rail and specifically in support of commuting students and the broader benefits for wellbeing.

  • Actively monitor performance of transport and travel consultants and service providers to meet the university requirements and provide recommendations/reports on action required to ensure university interests are protected.

  • Ensure transport and travel guidance and information is relevant and up to date, using various modes such as online, notices, signage, and handbooks.

  • Analyse and assess current transport and travel related operating procedures, materials, and methods, anticipate, and implement changes or modifications based on sustainability goals, and perform life cycle assessments and cost analyses of proposed modifications.

  • Active management of the University’s sustainability project, programme and service-related estate procurement policies, procedures, and defined employers requirements (ER’s) as directed by the Estates directorate in conjunction with the University’s Finance Department, Legal Support and Procurement Team to maximise effectiveness and value for money through procurement frameworks etc.

• **Miscellaneous**

  • Represent the University to the outside world, to further the University’s interests and secure
its sustainability objectives.
- Promote and maintain equality of opportunity and diversity with respect to both University staff, students, and external stakeholders.
- Appropriately and effectively discharge departmental and University Health & Safety obligations and responsibilities.
- The post-holder will from time to time undertake such other responsibilities determined as appropriate by the Estate Director or other designated Senior or Executive University staff member.

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the University. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

The post holder will be required to participate as a Bronze Responder in any Major Incident or Business Continuity response initiated by University.

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<tr>
<th>Internal and external relationships</th>
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<td>The following list is not exhaustive, but the post holder will be required to liaise with:</td>
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**Internal (University)**
- University Council
- University Executive/SMT
- Project and Programme Boards or Committees (PAG, EB, BCPC, FC, EPC and University Council)
- University MI&BC

**External**
- Runnymede Borough Council*
- Surrey County Council*
- MP and Local Councillors
- Local Community and Resident Associations i.e., RH&RCG

*Including associated services i.e. highways, planning, statutory services.
PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge, and abilities that are needed to fulfil this role are set out below.

Job Title: Sustainability Transport Coordinator
Department: Estates Department

<table>
<thead>
<tr>
<th>Knowledge, Education, Qualifications and Training</th>
<th>Essential</th>
<th>Desirable</th>
<th>Tested by</th>
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<tbody>
<tr>
<td>• Minimum degree level (or equivalent) in a transport or travel management related subject, or</td>
<td>✓</td>
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<td>Interview</td>
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<td>• Equivalent relevant proven and tested experience in an appropriate travel or transport specific sustainability or ESG related professional service role</td>
<td>✓</td>
<td>✓</td>
<td>Interview</td>
</tr>
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<td>• A demonstrable awareness of pertinent transport and travel Health and Safety / Compliance legislation.</td>
<td>✓</td>
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<tr>
<td>• A working knowledge of transport and travel related legislation and formal procedures.</td>
<td>✓</td>
<td>✓</td>
<td>Interview</td>
</tr>
<tr>
<td>• A proven awareness of key project management techniques i.e., critical path analysis, contingency planning etc.</td>
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<td>✓</td>
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<tr>
<th>Skills and Abilities</th>
<th>Essential</th>
<th>Desirable</th>
<th>Tested by</th>
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<tr>
<td>• Excellent written, oral, and presentational communication skills with the ability to negotiate in a variety of contexts.</td>
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<td>Interview</td>
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<tr>
<td>• Has experience in developing and presenting travel and transport specific sustainable business concepts, training, and emerging technologies</td>
<td>✓</td>
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<td>• An ability to take and maintain a strategic viewpoint while securing the implementation of detailed operations and services</td>
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<td>• Provide leadership and support to motivate colleagues to reach objectives with limited resources and meeting tight deadlines when required.</td>
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<td>✓</td>
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<td>• Acknowledge and support the needs and interests of diverse staff, students, and external University clients.</td>
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<tr>
<th>Experience</th>
<th>Essential</th>
<th>Desirable</th>
<th>Tested by</th>
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<tbody>
<tr>
<td>• Has extensive knowledge of local, regional, and national emerging travel and transport related sustainable business strategies, life cycle assessments (LCA), ROI analysis, and other key sustainability tools and techniques</td>
<td>✓</td>
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<td>Interview</td>
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<tr>
<td>• Demonstrate a proven track record in identifying and securing travel and transport related funding opportunities.</td>
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<td>✓</td>
<td>Interview</td>
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</table>
- Demonstrable experience of influencing key stakeholders regarding sustainability imperatives.
- Demonstrable experience of engaging with multi-disciplinary travel and transport related projects, co-ordinating external contractors, and internal service providers within budget and to agreed standards.
- Successful experience of change management and continuous quality improvement.

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<tr>
<th>Other requirements</th>
<th>✓</th>
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<th>Application form/ interview</th>
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<tr>
<td>A commitment to continuous personal development.</td>
<td>✓</td>
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