

<b>Organisation:</b>	Luminate Education Group
<b>Core Job Role:</b>	Travel Plan Coordinator
<b>Job Title:</b>	Travel Plan Coordinator
<b>Reports to:</b>	Sustainability and Performance Manager
<b>Grade</b>	SO1
<b>Date of compilation:</b>	July 2023

### ROLE SUMMARY:

Carry out ongoing implementation and development of the Luminate Education Group travel planning projects and subsequent car parking plans.

### CORE RESPONSIBILITIES:

1. Develop and maintain relationships with external and internal stakeholders (including local and national government) and ensure that initiatives within the Estates Directorate are responsive to current national, regional and city policy changes, exemplifying best practice.
2. Be the owner of the annual travel survey for staff and students from the development stage to analysing the data and presenting the outcomes to senior team and groups.
3. Adjust and upgrade the current setup of the group's sites and promote sustainable travel.
4. Liaise with statutory and external agencies, supply chain, waste and travel and transport providers, procurement services, internal and external agencies to ensure successful service delivery.
5. Manage all staff and student car parking permit applications and be the first point of contact for all enquiries and appeals.
6. Create and update travel plans for new and current sites.
7. Own travel surveys for students and staff and provide support as appropriate to other teams to promote the sustainability and travel agendas.
8. Monitor the motor fleet and take actions to reduce its carbon footprint.
9. Organise the annual parking permit application and approval process.
10. Communicate, promote and inspire sustainable travel to staff and students in line with the general targets of carbon footprint reduction.
11. Find opportunities to optimise current and perspective arrangements regarding travelling to and from sites and on-site parking.

12. Assist on collection, collation and analysis of sustainability metrics and management information using assessment tools, benchmarking techniques, supplier invoices, utility meter readings, travel and transport analytics etc.
13. Assist in the design of marketing material to raise awareness amongst staff and students and where appropriate community/visitor groups and external bodies of the sustainability agenda.
14. Promote sustainable travel options including particular schemes such as cycle to work, walking, Lift share, Park and Ride and Public Transport.
15. Stay abreast of relevant legislation, technologies and best practice by attending seminars, training courses and specialist events.

#### **GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:**

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Support the recruitment and achievement of students across the Group. This may include (but is not limited to) supporting exams, open events, taster days, enrolment and revision sessions.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

##### **Few rules & clear boundaries**

*The ability to be creative, within areas of focus.*

##### **Ownership & performance**

*Using our robust business planning model to allow areas to have clear ownership over their vision and remit.*

##### **Energy & enjoyment**

*Fostering an environment that enables our people and learners to be brave, interact and have fun.*

##### **Creative & reflective**

*Always hungry to learn and looking ahead to see what is on the horizon.*

##### **Passion & ambition**

*Encouraging all to think aspirationally, inspiring others to do the same.*

##### **Collaborative & responsive**

*Proactively seeking opportunities to create synergies and positive outcomes for all.*

## Person Specification

<b>Job Title:</b>	Travel Plan Coordinator
<b>Department</b>	Capital Projects and Estates

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

<b>Qualifications and Attainments</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	Q1. Level 2 (or above in English & Maths Criteria	A/C
E	Q2 Knowledge of transport policies and sustainable travel modes criteria	A/C
D	Q3. A Degree in a related discipline or demonstrable relevant experience involving car parking, travel & transport and the associated management, administration planning, operations and systems Criteria	A/C
<b>Experience and Knowledge</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	EK1. Knowledge of and competence in IT in a business / educational context e.g. Microsoft applications including Excel, Outlook, and experience with SharePoint and Google applications eg. Docs, Sheets, Forms, Slides	A/I

E	EK2. Experience of organising and coordinating events/activities	A/I
E	EK3. Experience of working and promoting collaboration in complex organisations to break down silo or insular working practices	A/I
E	EK4. Experience of influencing and supporting others to review progress and achieve improved outcomes	A/I
E	EK5. Ability to work on multiple projects in parallel and to deliver projects within tight deadlines and experience of using project management methodologies	A/I
D	EK6. Relevant experience on planning and managing car parks	A/I
D	EK7. Experience of financial and management information systems	A/I

<b>Skills and Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	Experience with developing and implementing IT systems e.g. using Google, Fresh, SharePoint	A/I
E	Ability to relate to students and staff, and communicate effectively at all levels and with internal and external stakeholders, whether orally or in writing using social media, digital and written communication	A/I
E	Ability to question and challenge established procedures and policies to deliver the best possible outcome	A/I
E	Ability to demonstrate objectivity in decision making and the reporting progress	A/I
E	Ability to coordinate and monitor multiple projects and action plans, with changing requirements and short deadlines	A/I

E	Ability to build effective working relationships, within and across teams, to plan for and deliver long-term solutions	A/I
E	Ability to analyse and interpret data, producing reports on progress against outcomes	A/I
E	Proven ability to utilise a solution's focused approach to impact positively on performance	A/I
E	Excellent communication skills	A/I
E	Ability to work as part of a team and independently	A/I
E	Possess a valid driver's license and have access to a vehicle	A/I
<b>Behavioural, Values and Ethos</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I