University of Edinburgh

Job Description: Transport and Parking Manager

1. Job Details

   Job title: Transport and Parking Manager C/E&B/063
   School/Support Department: Estates & Buildings / Support Services Division
   Unit (if applicable): Transport & Parking Office
   Line manager: Energy & Sustainability Manager

2. Job Purpose

   • Develop, implement, promote and monitor progress on the University's Integrated Travel Policy including associated Travel Plans for all University sites, Vehicle and Parking Management Policies.
   • Provide guidance and advice on emerging local and national transport policies and practices to Transport Advisory Group, Estates and Buildings and other University colleagues.
   • Oversee the management of the Transport and Parking Office and the integration of new parking practices and procedures.

3. Main Responsibilities

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<th>Approx. % of time</th>
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<td>1. Promote / implement / monitor transport and parking policies for all University sites. Monitor compliance with local and national transport policy and commitments enforced on the University by the local authorities and Scottish Executive.</td>
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<td>2. Develop and implement the Vehicle Policy to ensure that risk is minimised when managing and maintaining University vehicles in collaboration with Health &amp; Safety and the Insurance Department.</td>
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<td>3. Design and implement effective marketing and awareness raising campaigns to promote the aims and objectives of Travel Plans relevant to each university site and manage the transport web site.</td>
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<td>4. Establish and maintain baseline records on travel practices and attitudes, and undertake all necessary data collection and research to establish appropriate targets for the University.</td>
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<td>5. Coordinate consultative arrangements with senior management, staff, students and trade unions to secure the promotion and acceptance of Transport and Parking Policy. Take an active role in the College / Area Travel Plan Forum meetings.</td>
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<td>6. Work with all appropriate parties, staff, student, local transport operators, City of Edinburgh Council etc. to ensure the successful development and implementation of the Transport and Parking Policies.</td>
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<td>7. Liaise with College and Estates staff and report to the Transport Advisory Group and Sustainability and Environment Advisory Group on progress on agreed transport and parking policy and targets.</td>
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<td>8. Manage and monitor the Transport and Parking budget to ensure the most effective use of available resources. Prepare, deliver and monitor transport related tenders in collaboration with Procurement. Write bids for internal and external resources.</td>
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<td>9. Oversee the management of the parking system including permit allocation and represent the University in legal and enforcement procedures.</td>
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4. Planning and Organising

   • Prepare annual strategy and budget requirements for transport and parking related projects 6-9 months in advance.
   • Transport policy changes and planning for new developments on the University campus 12-24 months in advance.
   • Prepare site-based Travel Plans / policy documents for local authorities with 5 year programmes of implementation and funding.
5. Problem Solving
- Provide advice to Estates Development colleagues and their appointed design teams on potential transport impacts of new developments.
- Promote methods of managing changes in travel behaviour within the University community.
- Negotiate with external organisations e.g. local authorities and public transport operators.
- Liaise with University colleagues in order to resolve sensitive issues with regard to parking disputes.
- Liaise with HR Department in order to resolve staffing issues including, recruitment, training, absence management and disciplinary matters.

6. Decision Making
- Recommend how and where to allocate resources to ensure targets are met.
- Identify effective methods of reducing single occupancy vehicle journeys through policy development.
- Research and clarify how best the University will respond to changes in legislation / requirements imposed by external bodies.
- Decide how far to proceed with pursuit of parking violators i.e. court action.

7. Key Contacts / Relationships
- Contribute advice on transport related policies within Estates & Buildings and the University as a whole.
- Liaise with consultants and contractors employed by the University for Transport Policy roles.
- Service the Transport Advisory Group, keeping colleagues abreast of evolving external policy drivers.
- Liaise with other colleagues in the FHE sector and keep the University at the forefront of good practice.
- Liaise and negotiate with bodies such as City of Edinburgh Council and transport operating companies.

8. Knowledge, Skills and Experience Needed for the Job
- Academic qualifications to degree level in a related subject and 3-5 years experience in Travel Plan development and implementation. Management experience desirable.
- Knowledge and experience of local and national transport policies essential.
- Demonstrate effective organisational skills, ability to analyse extensive data, along with report writing and presentation skills.
- Excellent communication and interpersonal skills required for contributing expert advice to colleagues within Estates & Buildings and the wider University community.
- Experience of managing change in an organisation, developing & implementing effective strategies.
- A high level of computer literacy and numeracy skills necessary.
- Experience of managing budgets and a familiarity with financial procedures.
- Experience of working in a diverse team within a multi-disciplinary organisation an advantage.
- Must be self motivating, able to work on own initiative to schedule own work.
- Membership of a relevant professional institute desirable.

9. Dimensions
- Line manager for Transport and Parking Officer and indirectly for 3 Transport and Parking Office clerical assistants and 8 Parking Attendants.
- Management of annual Transport Budget of £350k and oversee the management of annual Parking Budget of £270k.
- Customers – all University staff and students.
- 23 University car parks

10. Job Context and any other relevant information
Increasingly has to deal with highly emotive subjects, i.e. parking with many negative responses from staff, students and Unions.