

## Job Description and Person Specification

Job Title: Sustainable Transport Manager



*respect ♦ open ♦ accountable ♦ working together ♦ innovative ♦ excellence*

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## Job Description

**JOB TITLE:** Sustainable Transport Manager

**BAND:** 7

**CARE GROUP:** Estates & Facilities

**DEPARTMENT:** Environment

**HOURS OF WORK:** 37.5

**RESPONSIBLE TO:** Head of Sustainability Environment and EFM Compliance assurance

**ACCOUNTABLE TO:** Director of Estates & Facilities

**BASE:** Magnitude

### **JOB PURPOSE:**

*The Sustainable Travel Manager will be responsible for coordinating and managing all aspects of sustainable and active travel across KMPT as well as monitoring, reporting, and exploring opportunities to reducing the environmental and public health impacts associated with both Trusts' direct and indirect travel and transportation.*

*The post-holder will also be responsible for developing the sustainable travel plans KMPT, support the delivery of both Trusts' net zero targets and Green Plans as well as manage Lease Car contract; car park enforcement contract and all active and sustainable travel installations across the Trust.*

*The Sustainable Travel manager is a key member of the Sustainability Team and will be responsible for championing the sustainable and active travel agenda and coordinate the delivery of KMPT's compliance with all relevant air quality regulations and standards.*

*Projects will be complex, involving negotiation with many partners and stakeholders, and the post holder will need a very high level of drive and commitment to work independently to resolve problems and manage delivery.*

### **KEY RESULT AREAS:**

**The Sustainable Travel Officer will be responsible for:**

- Providing specialist advice to support KMPT to meet the Net Zero NHS targets as well as the promotion of low and ultra-low emission vehicles, delivery of air quality improvements and carbon

reduction from staff commuting, business travel, patient transport and deliveries / supplier contracts.

- Liaising with a wide range of Trust staff, Facility Managers, Estate Managers and other contractors on the installation and management of initiatives, facilities, and infrastructures that support sustainable and active travel.
- Collating, monitoring, analysing, and reporting KMPT travel and transportation data and performances.
- Manage the Lease Car contract for the Trust for the Trust
- Coordinating sustainable travel and clean air awareness campaigns across all sites of KMPT via available resources including intranet, staff newsletters, social media, events, campaigns, and workshops. Support international, national, and local events including Bike Week, Walking Month and Cycle to Work Day.
- Collaborating with external stakeholders and partners such as KCC on air quality, air pollution, sustainable and active travel initiatives that are linked with national and local agenda, standards and regulations.
- Whenever required, deputise for the Head of Sustainability as well as undertake any other duties, which are commensurate with the role.

**RESPONSIBILITY:**

- Lead the development and maintenance of the Trust's Staff Travel Plan, including the staff survey, associated action plans and targets.
- Lead work to support staff to make sustainable travel choices, developing a travel hierarchy.
- Coordinate the roll out of electric vehicle charging infrastructure and manage appropriate staff
- Lead business case development for investment in sustainable travel, including improved cycle storage, changing facilities, bus shelters etc.
- Support the Wellbeing Team with the promotion of staff offers, including Cycle to Work
- Work with the local transport authority to increase active travel options for our sites, including the provision of enhanced cycle lanes and access to public transport and air quality data.
- Work with local transport providers to improve access to our sites via public transport as part of the ICS system work
- Coordinate the travel and transportation data required to support the annual Estates Returns Information Collection (ERIC) submissions, and the annual sustainability reports for KMPT
- Support Freedom of Information (FOI) requests and other statutory responsibilities.



**ENVIRONMENT:**

- Undertake training events at any site across the Trust
- Desk based activities
- Long hours of intense concentration reviewing extensive information i.e. tender submissions, specifications, contract documentation
- Use of Power point, Spreadsheets and word reports
- Site visits
- County wide driving (site visits and inspections)

**JOB SUMMARY:**

*Develop and manage the sustainable travel aspects of the KMPT Green Plan*

*Carry out research on which evidence-based sustainable travel initiatives will be developed and implemented as well as undertake surveys and audits to assess the effectiveness of all implemented sustainable travel and clean air initiatives.*

*Within the context of the agreed improvement programme, lead the design, delivery and reporting of sustainable / active travel initiatives using information management systems to measure progress and drive improvement.*

**COMMUNICATIONS AND WORKING RELATIONSHIPS:**

*The post holder will be required to work collaboratively with colleagues in Operational Estates, Facilities, Trust Services Leads and external consultants leading communications of a highly technical or complex and/or a highly sensitive nature relating to the delivery of the Net Zero Green plan and Travel Plan.*

*An excellent communicator including well developed influencing, networking and cross-functional working skills; logical and structured approach to developing ideas into technically competent proposals; ability to work accurately under pressure and able to work alone and as a team member to persevere with resolving issues.*

*The post holder will be to contribute to highly complex and detailed written reports (e.g. estate strategies, option appraisals, business cases and risk assessments).*

*The post holder will need to be self-motivated and able to work on own initiative and liaise effectively with managers and professional staff in many disciplines throughout other health and public sector organisations in Kent and Medway and other external parties.*

**STANDARDS OF BUSINESS CONDUCT:**

The post holder will be required to comply with the Trust's Standing Orders and Standing Financial Instructions and at all times, deal honestly with the Trust, with colleagues and all those who have dealings with the Trust including patients, relatives and suppliers.

**HEALTH AND SAFETY:**

The post holder will be required to observe local Health and Safety arrangements and take reasonable care of him/herself and persons that may be affected by his/her work.

**SAFEGUARDING:**

All staff have a duty to identify, report and record incidents of potential or actual abuse. This statement applies whether the victim is an adult or child. All queries will be addressed by the Trust Safeguarding Team.

**PERFORMANCE REVIEW:**

This job description will be used as a basis for individual performance review between the post holder and the Manager.

The job description covers only the key result areas, and as such does not intend to provide a comprehensive list of objectives. Specific objectives will be reviewed each April, and may develop to meet the changing needs of the service.

The post holder will need to take due account, in the way they achieve the key result areas of Trust policies and procedures.

The Trust aims to maintain the goodwill and confidence of its own staff service and users and the general public. To assist in achieving the objective it is essential that at all times, employees carry out their duties in a courteous and sympathetic manner.

The post holder will carry out their duties in accordance with the Trust Equal Opportunities Policy respecting the differing backgrounds of colleagues and clients.

**CONTINUOUS IMPROVEMENT:**

The Kent and Medway NHS and Social Care Partnership Trust has adopted a strategy for Continuous Improvement and all members of staff employed by the Trust are expected to play an active role in development and improving services to the benefit of patients.

**THE TRUST'S MISSION STATEMENT:**

To put patients first by providing community based, high quality and responsive healthcare services, delivered by well trained and supported staff who work with relatives, carers and other agencies in the best interests of patients.

**STATEMENT OF THE TRUST'S AIMS AND VALUES:**

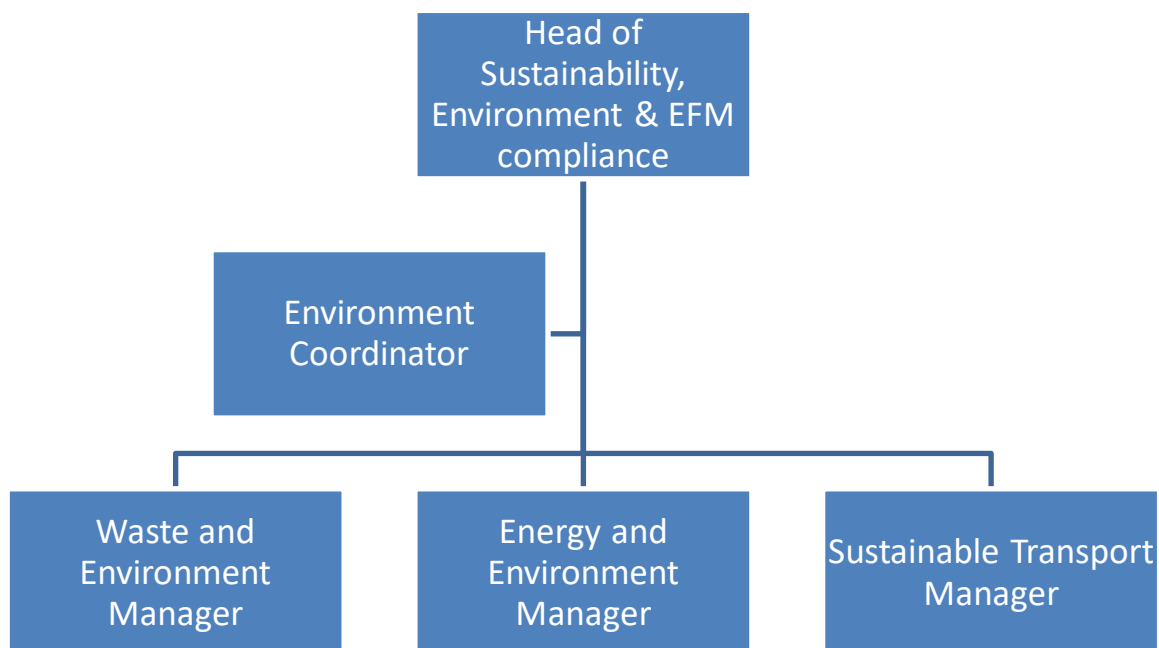
- To remain patient focused at all times by providing high quality and responsive healthcare services in hospitals and the community.
- To work closely with patients, their families, carer groups, local communities and other organisations ensuring care is co-ordinated.
- To respect and develop every member of staff by encouraging and supporting them in their personal and professional development and by valuing their input through recognition and individual reviews.
- To be innovative and proactive by encouraging staff to initiate new ideas in working practices and ensuring a process and continuous improvement in the way services are provided.

- To provide best practice and value-for-money by reviewing and evaluating services and sharing information internally and externally.

**CONFIDENTIALITY:**

The Kent and Medway NHS and Social Care Partnership Trust employees are required to ensure that information about patients is safeguarded to maintain confidentiality and is kept securely in accordance with NHS requirements of 1999. (The Caldicott Committee's Report on the review of patient-identifiable information 1997, & HSC/1999/012). This means that patient information can only be passed to someone else if it contributes to the provision of care or the effective management of health care services within the Trust.

**ORGANISATION CHART:**



**JOB DESCRIPTION AGREEMENT:**

Job Holder's Signature:

Date:

Manager's Signature:

Date:

## Person Specification

### Knowledge, Skills, Training and Experience

	Essential	Desirable
<b>Training, Qualifications and Registration</b>	<p>Educated to degree level in an environmental or sustainability-related subject, or must be able to demonstrate the equivalent level of knowledge gained through experience</p> <p>A master's-level degree, or further specialist professional knowledge acquired through formal CPD training which provides, or is equivalent to, a Masters-level qualification</p> <p>Demonstrable commitment to continuing personal and professional development</p> <p>Membership of a relevant professional body. – e.g. Member of the Institute of Environmental Management and Assessment</p>	<p>Highly developed specialist knowledge acquired through post graduate courses, training and experience to Masters Degree Level (e.g. Management, - staff / people management, budgetary management),</p>
<b>Experience</b>	<p>Relevant experience which will include:-</p> <p>Demonstrable experience of having led sustainability programmes and led on the development, production and execution of a green plan or sustainable development management plan</p> <p>Experience in the direct delivery of sustainable healthcare services involving implementation of lower carbon care pathways and/or sustainability strategies, particularly in healthcare settings</p> <p>Experience as a Senior Manager in an NHS setting or alternative context with demonstrable relevance with regards to sustainability</p> <p>Experience of implementing energy, environmental &amp; sustainability policies, processes &amp; procedures</p> <p>Ability to develop and build effective relationships, negotiate and influence staff at all levels of seniority, including engagement in difficult decisions</p> <p>Experience of leading the development and implementation of strategic plans and large-scale cross-organisation initiatives</p>	

	<p>Extensive experience of preparing and presenting complex information, written and verbal to a range of audiences</p> <p>Demonstrable commitment to continuing professional development, proactively seeking out new learning opportunities</p> <p>Experience of leading and managing committees &amp; forums</p> <p>Experience in writing business cases</p> <p>Leadership experience, including the delivery of team objectives, team and individual appraisal, recruitment, managing attendance and disciplinary issues</p> <p>Project management</p>	
<b>Knowledge and Skills</b>	<p>knowledge of NHS/public sector policy and procedure particularly in relation to:-</p> <p>Demonstrable leadership skills and the ability to motivate others and demonstrate honesty, integrity, fairness and tenacity.</p> <p>Highly developed communication and interpersonal skills and the ability to work proactively and cooperatively with senior management, clinical staff and other staff at all levels</p> <p>Demonstrable self-awareness, an understanding of impact on others and ability to manage self and maintain professional conduct in difficult and challenging situations</p> <p>Competent in the use of IT packages (Word, Excel, PowerPoint)</p> <p>A clear understanding of the use of performance metrics to drive improvement</p> <p>A clear understanding of confidentiality when dealing with matters relating to staff and patients</p> <p>Excellent organisational skills and an ability to prioritise an unpredictable workload with frequent disruption.</p> <p>Flexible approach to working practices</p>	<p>Good understanding of the NHS – organisations, services and structures</p>



	<p>Ability to access, analyse and translate to different teams, complex data and information in order to facilitate service improvement</p> <p>Awareness of own limitations.</p> <p>Sound understanding of NHS budgetary management.</p> <p>Computer literate in word processing, e-mail, spreadsheets and database applications</p> <p>Driving licence</p>	
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