Intern: Sustainable Travel Plan Assistant

**Department:** Directorate of Estates & Campus Services

**Hours of work:** Full or part time will be considered

**Contract type:** Fixed term Internship

**Salary:** £16,124 Graduate Intern/placement student
Introduction

The Directorate of Estates & Campus Services (DECS) is the largest support department within the University of York. Our role is ‘to provide services and facilities to the core business of the University and the wider University community’. We monitor service levels, ensuring that we deliver these safely, to high quality, and in a timely manner to meet the University’s operational needs. Our teams are multi-disciplined with colleagues drawn from across surveying, engineering, architecture and facilities management.

Main purpose of the role

A unique opportunity to work with the Director of Campus Services as we refresh the University of York’s sustainable travel plan in 2020 to help future generations of York students, staff and visitors make informed decisions about their transport options.

To help with the analysis of information and develop plans to support the Director of Campus Services and teams in the update of the University of York’s Sustainable Travel Plan during 2020. To work with internal front-line stakeholders to gather information, monitor activity and share ideas to help to coordinate activity.

To establish specific areas of knowledge and interest and develop new areas of activity for the directorate. To support the newly forming high level Sustainable Transport Working Group.

Key responsibilities

- Champion sustainable transport enthusiastically, leading by example.
- Work with a range of internal stakeholders to coordinate sustainable transport data and information and record this accurately.
- Help with the preparation of annual transport surveys, ensuring surveys are conducted on time and to the requirements set out by York City Council.
- Help to respond to positive transport feedback and complaints from our campus community.
- Help with the development of a project plan to help coordinate activity.
- Contribute to project administration and budgets.
- Assist with the planning, management and the deployment of resources to meet project milestones.
- Supervise and motivate members of project teams
- Determine and manage associated project risks
- Report on project progress through agreed reporting lines; evaluate and disseminate project outcomes
- Generate ideas for new projects, prepare project briefs/ plans and obtain the appropriate support
- Identify sector developments and potential funding opportunities
- Work with a wide range of people including Directors, stakeholders, front line staff and student representatives.

Essential Requirements

- Relevant degree or equivalent professional qualifications
- Good problem solving skills plus an organised and methodical approach
- Able to adapt to changing priorities to support team members at short notice
- Strong IT Skills – able to use Google mail, Google calendar, Google docs, MS Word, MS Excel and quickly learn new/complex systems
• Able to communicate effectively with multiple individuals at different levels, with different perspectives
• Able to work in a team and form positive working relationships with colleagues/external contacts
• A high degree of attention to detail
• Proactive communicator with a positive ‘can-do’ attitude
• Behaviours consistent with our DECS Values