

Job Title: Travel and Transport Officer

Unit/School: University Environments

Grade: 5 A/B

HERA: UE12

Core purpose of role

The Travel and Transport Officer will play a key role in delivering sustainable travel solutions to and from all of the University's campuses, as well as for business travel taken on behalf of the University. With ambitious plans to reduce the environmental impacts of travel, in support of the University's Strategy 2030 and net zero targets, the role will lead and implement the delivery of a new 5-year Travel Plan in conjunction with others in the team. The plan is to be developed, implemented and where progressively refined by reference to and in support of wider regional transport plans, delivering continuous improvements across all travel modes and encouraging the increased uptake of sustainable and active travel.

This includes supporting initiatives such as the promotion of walking and running to campus, cycle super-highway, communication of available transport options, the provision of shower and changing facilities, and supporting the organisation and arrangement of events. The role will subsequently lead on day-to-day activities required in support of the University and wider regional transport plans, managing initiatives across all travel modes to encourage increased uptake of sustainable and active travel, and taking a data-led approach to reporting and improving outcomes.

The post holder will also support the Climate Action Lead and Head of Department in negotiating and supporting strategic partnerships with key stakeholders including Transport for Wales, Cardiff City Council, First Bus, and others to improve active travel, transport links, and connectivity to interchanges including park and ride, rail, and bus networks. The post holder will manage the Met Rider bus pass scheme and advise on improvements to campus transport infrastructure and associated facilities.

The post holder will be part of a small, collaborative team and will be expected to work flexibly to support other related functions and priorities as required, to help deliver the desired outcomes for the team and the University as a whole.

Key responsibilities and contributions

- Coordinate all aspects of travel planning and delivery across the University, including commuting, business travel, and fleet management.



- Develop and maintain relationships with travel providers and external stakeholders to enhance sustainable travel solutions.
- Support wider University sustainability and climate action initiatives as required.
- Work closely with others to improve data collection and reporting systems and processes, including commute data, student and staff travel surveys.
- Work in conjunction with the Sustainability Engagement Team to promote and engage with staff and students on travel initiatives.
- Promote and manage travel-related initiatives, acting as a key point of contact for external stakeholders on travel-related matters, encouraging cycling and public transport use among students and staff.
- Monitor and report on the effectiveness of sustainable travel campaigns and initiatives, contributing to the University's annual Travel Plan reviews.
- Play a key role in re-establishing and coordinating the Sustainable Transport Planning Group to support and enhance sustainable transport initiatives across the University.
- Oversee the management of on-campus vehicle parking, including developing and proposing pricing and cross-subsidy arrangements to support and incentivise active travel.
- Lead the development, implementation, and review of the University's 5-year Travel Plan, ensuring alignment with wider regional transport plans and supporting Cardiff Metropolitan University's Strategy 2030 net-zero commitments.
- Support the delivery of measures to reduce the environmental impacts of business travel, including data recording, pool car and fleet vehicle management, hire vehicle procurement, and procurement card transaction monitoring, in line with the University's Strategy 2030 net-zero commitments.
- Manage the day-to-day operation of the Met Rider bus pass scheme for students, acting as a key point of contact with first bus, and promote the salary sacrifice Met Rider scheme for staff through recruitment packs and internal communications.
- Liaise with local authorities, public transport providers, and other stakeholders to improve transport access and connectivity.
- Support the negotiation and implementation of strategic partnerships for improved travel and transport links.
- Advise on improvements to campus travel infrastructure and facilities, including cycle storage and shower facilities, cycle salary sacrifice schemes, walking and car sharing initiatives, and electric vehicle charging.
- Engage with staff and students to promote sustainable and active travel choices.
- Coordinate and deliver small-scale travel-related events, campaigns, and initiatives.
- Collect, analyse, and report on data relating to staff and student travel patterns and activities.
- Monitor and report on progress against targets and objectives in the Travel Plan.
- Maintain up-to-date knowledge of sustainable travel developments and initiatives.

Person specification

Essential qualifications / Professional memberships

- Educated to A-level standard with directly relevant experience
- Demonstrable commitment to continuing professional development

Essential experience, knowledge and skills

1. Previous travel planning experience in a large organisation.
2. Proven ability to engage with a wide range of stakeholders with differing opinions and needs.
3. Strong written and verbal communication skills for a range of audiences.
4. Ability to organise and deliver travel and transport related events, projects, and initiatives.
5. Strong organisational and planning skills.
6. Good ability to collect, analyse, and report on travel data at scale.
7. Familiarity with sustainable travel policies and best practice.
8. Demonstrable commitment to continuing professional development
9. Ability to work both independently and as part of a team.

Desirable

1. Experience of working in a higher education environment.
2. Knowledge of local transport networks and providers.
3. Understanding of Welsh Government active travel and sustainability policies.

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.				
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.	Desirable	Desirable	Desirable	Desirable
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				

Disclosure & Barring Service requirements

This post does not require a DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This is a new post created in a newly formed Climate Action Team, intended to bring together existing and new staff, working collectively towards the University's strategic goals for sustainability and carbon net zero. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal



behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.