**Candidate Information**

**Project Officer, Workplace Engagement, NHS Ayrshire and Arran**

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| **Salary:**  |  Grade F: £25,561 per annum |
| **Hours:** |  Full time hours are 37.5 hours per week |
| **Contract**:  | Permanent  |
| **Disclosure:** | PVG Scheme is required for this position as the post holder will be working within the NHS  |
| **Base:**  | Offices in NHS Ayrshire and Arran: - (1) Public Health at Afton House, Dalmellington Road, Ayr; (2) Infrastructure and Support Services at Eglinton House Ailsa Hospital, Dalmellington Road, Ayr KA6 6ABThere is flexibility to work from home with the agreement of the line manager.  |
| **Travel:**  | This role will involve travel between sites within NHS Ayrshire and Arran. The focus of this role is in Ayrshire and Arran; you may occasionally need to travel further during the course of your work including very occasional overnights stays. |
|  | A key part of being the Charity that makes it easier to walk and cycle is that most colleagues cycle, walk, wheel or use public transport for the majority of their work journeys. We support this with access to a Sustrans pool bicycle and National Standards Cycling Training.  |

**Job or Project Specific Information**

Sustrans is a leading UK charity enabling people to travel by foot, bike or public transport for more of the journeys we make every day. One aspect of our work is our Behaviour Change programme, working in workplaces across the UK to encourage active travel.

The key aim of this role will be to increase walking, cycling and sustainable travel for commuting and workplace travel, creating transport modal shift from single-occupancy car travel within NHS Ayrshire and Arran.

This role will involve activity delivery and report writing, working alongside NHS Ayrshire and Arran. The role will engage with sites within NHS Ayrshire and Arran.

Reporting the into the Workplaces Coordinator

The advertised role does not have line management responsibility

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|  | Where this role sits within the structure at Sustrans:- |

In the NHS, the role will initially be task managed by the locality Public Health

Improvement Officers for North, East, and South Ayrshire along with the Energy

Manager from Infrastructure and Support Services.

**Job Description - About the Role**

**Overview**

The purpose of this role is to work alongside NHS Ayrshire and Arran in order to produce a series of site-specific Active Travel Action Plans (ATAPs).

The post holder will engage NHS Ayrshire and Arran staff through a range of activities (as identified through the ATAPs) designed to increase the number of active and/or sustainable travel journeys for commuting and business travel.

The post holder will also promote existing active and sustainable travel initiatives and contribute to the Sustainability Assessment Tool and Sustainability Strategy.

**Regional organisational structure:**

The post holder will be line managed by the Delivery Coordinator, Behaviour Change, Workplaces based in Edinburgh and will be embedded with NHS Ayrshire and Arran within: -

(1) Public Health at Afton House, Dalmellington Road, Ayr; and

(2) Infrastructure and Support Services at Eglinton House Ailsa Hospital, Dalmellington Road, Ayr KA6 6AB

The post holder will be task managed by the Public Health Improvement officers in North , East & South along with Energy Manager. There is flexibility to work from home with the agreement of the line manager.

The role will link to officers delivering active and sustainable travel programmes in workplaces throughout the UK.

Staff Development

Staff Health and Wellbeing Group

Ayrshire and Arran’s Green Health Partnership

 Cycling Scotland

 Paths for All/ Get Walking Ayrshire and Arran

 Local partners

 Local Cycling Groups

 Local Active Travel Hubs

 Travel smart Officer North Ayrshire Council

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**Key Responsibilities**

1. To engage with a range of key NHS stakeholders including operational staff, management, and develop active networks of champions and supporters of active travel.
2. To provide support to key NHS sites through the production of ATAPs designed to identify ways to overcome barriers to active and sustainable travel for commuting and business travel.
3. To deliver activities and events to encourage and promote sustainable travel in line with the needs of individual workplace sites, including working with local partners. To link into the work of the local Hubs and North Ayrshire Council
4. To act as a central liaison for participants, stakeholders and local partners.
5. To develop and implement an effective marketing and engagement strategy.
6. To support workplaces to become Cycling Scotland Cycle Friendly Employer accredited; and to maintain the Cycle Friendly Employment status on main sites which already have achieved this.
7. To liaise with NHS Ayrshire and Arran Health and Safety Manager, Staff Health & Wellbeing Group, Estates Environment and Sustainability Group, NHS Estates team, Staff Development team and others to maximise close working with NHS departments teams and other key partners.
8. To provide excellent customer service and support to NHS sites.
9. To manage project budget.
10. To ensure that project monitoring data is gathered and processed to evidence progress in encouraging participants to travel more sustainably.
11. To ensure that project reporting documentation is completed and processed on time.
12. To support and comply with the organisation’s policies for the management of safeguarding.
13. To develop a Bicycle User Group and relevant marketing and publicity material.

*We don’t expect anyone to be an expert in all these areas and as long as you meet the person specification, we can train you in any gaps.*

**Person Specification**

The following criteria sets out the method by which the skills, knowledge and experience will be assessed against. Our website has a useful guide about how to make a great job application.

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|  | Application Form | Interview |
| Specific experience required |  |  |
| Experience of sustainable behaviour change or employee engagement project delivery, ideally in a workplace setting  | ✓ | ✓ |
| Experience of organising and publicising events in a workplace setting | ✓ | ✓ |
| Experience in marketing / promotion |  | ✓ |
| Experience of working with key internal workplace departments | ✓ |  |
| Experience of partnership working |  | ✓ |
| Experience of leading group workshops | ✓ |  |
| Skills and Abilities |  |  |
| Excellent written and verbal communication skills, including report writing | ✓ | ✓ |
| Excellent presentation skills |  | ✓ |
| Excellent organisational skills | ✓ |  |
| Ability to motivate and enthuse others/A “can do” attitude |  | ✓ |
| A team player | ✓ |  |
| Ability to develop productive working relationships at all levels, especially with key workplace staff  | ✓ | ✓ |
| Ability to plan and prioritise own workload | ✓ | ✓ |
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| Specific qualifications/ training required |  |  |
| IT literate | ✓ |  |
| Specific knowledge required |  |  |
| Familiarity with Sustrans workplace travel projects | ✓ | ✓ |
| Understanding of workplace culture and sensitivities regarding working with the NHS | ✓ |  |
| Committed to the promotion of walking and cycling and the promotion of sustainable transport | ✓ | ✓ |

This document does not form part of the contract of employment but does outline our expectations.

If we need to amend this document in the future, we will consult with the post holder before doing so.

Everyone at Sustrans

Our values guide us in everything we do:

* Including everyone
* Having the courage to question
* Acting local, thinking big
* Getting things done, together
* Always learning.
* Sustrans has clear health and safety policies, and it is essential that all our colleagues follow these. Very often our teams come into contact with young people through school’s work or community engagement, so it is everyone’s responsibility at Sustrans to comply with our Safeguarding policies.
* One of our key strategic goals is to be a charity “for everyone”, building a more diverse and inclusive Sustrans. We recognise there is much more we can do to bring together diverse life experiences and voices to enable us to more fully understand, access and represent the communities we work in. Everyone at Sustrans should support this goal and follow our Equality, Diversity and Inclusion policies and procedures.
* Sustrans asks that all our employees develop their skills, knowledge, and experience through training and personal development activities. Sustrans will support you with clear objectives and a supportive management culture - our teams tell us that one of the great things about working for Sustrans is the learning and knowledge sharing opportunities.
* It is very important that our colleagues are happy and able to work with IT systems - we use Microsoft programmes and other databases every day (we will train you on our bespoke systems).
* It is also important that everyone at Sustrans supports and follows with the charity’s guidance on branding/key messages and contributes towards raising Sustrans’ profile.
* Everyone at Sustrans is required to work their contracted hours and record their time – if extra hours are worked then we can take time off in lieu.­
* We ask that everyone in Sustrans helps us to develop new opportunities for funded work and builds excellent relationships with our delivery partners and stakeholders.
* Two of our values are *we get things done, together* and *we’re always learning.* Managers often require their teams to get involved in activities that are outside of their job descriptions as we feel this is one of the ways you can learn on the job, develop new skills, make new contacts and progress your career with Sustrans.

**Project Details SPECIFICATION**

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| **Project** | Workplace Engagement Programme |
| **Project Aims** | **Overall aim:**  Increase active and sustainable travel in NHS staff and create a culture where this is normalised. |
|  | **Specific aims**:1. Increase the employees’ awareness and knowledge of active and sustainable travel options.
2. Deliver a range of activities and events that encourage employees to travel actively and sustainably.
3. Reduce barriers to active and sustainable travel in the workplace through the provision of facilities, equipment and/or schemes making active and sustainable travel easier options.
4. Increase the modal share of active (and sustainable) travel to and from work and at work.
5. Increase overall physical activity levels of the employees.
6. Boost a cultural and organisation shift towards more active ways of travelling, creating a legacy for organisational change.
7. Ensure that the project’s reach is inclusive, through engaging and supporting employees of all demographics, socio-economic and other protected characteristics groups.

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|  | **The Approach:**The first priority for the Officer will be to establish where the NHS Board is current at with staff active and sustainable travel. With this baseline information, the Officer will work with the NHS Board to develop bespoke Active Travel Action Plans (ATAP) for the agreed NHS sites ensuring tailored, site-specific actions. The project plan will be informed by this critical scoping workActivity will focus on:* Raising awareness of travel options, routes, information and support for employees interested in changing travel behaviour.
* Empowering and enabling employees to consider alternative travel options for their everyday journeys.
* Assisting employees to take action to experience travelling actively and/or sustainably.

Establishing strategic opportunities to embed in the core business of the NHS and build legacy. |
|  | **Project Monitoring:**The Sustrans Research and Monitoring Unit (RMU) will work with the Officer to develop a robust evaluation plan, to ensure that the work is evidence based, to measure outputs and progress against intended outcomes. A range of tried and tested monitoring tools will be used, including: 1. **Workplace travel surveys**

All employees at the selected workplaces will be asked to complete a workplace travel survey before and following engagement in the project. 1. **Activity Logs**

Activity logs will be used to track the activities undertaken and the total number of attendees at each event. Activity log data will be stored in the Travel Actively database by the project team, where it will then be collated and analysed by RMU.1. **Interviews/ Focus Groups**

Interviews or focus groups will be delivered at selected workplaces to gather more detailed feedback about the participant’s experiences in the project. This qualitative feedback will also demonstrate any success in the project aims and outcomes (increases in active travel) and provide further indication to evaluate the project and inform future project delivery. |
| **Officer** | Project Officer, Workplace Engagement |
| **Officer Role** | The officer will engage with a maximum of 4 workplace sites  |
| **Equipment** | Any assets purchased as a result of funding from Transport Scotland such as bikes, e-bikes, bike shelters and related accessories etc.  |