Sustainable Transportation Program Lead –Okanagan Campus

# Job Information

Position Number: P000113130

Job Title: Sustainable Transportation Program Lead – Okanagan Campus

Employment Group: Management & Professional (AAPS)

Job Family: Facilities Management

VP/Faculty: UBCO – AVP Finance & Operations

Department: UBCO – Campus Planning

Full/Part-time: Full-Time

# Job Summary

The Office of Campus Planning, Okanagan Campus, in close collaboration with UBC Campus and Community Planning (C+CP), Vancouver Campus, is responsible for planning and implementing the long-range vision for the use and development of campus lands and for the advancement of sustainability on campus to support its development as a vibrant, regenerative, live-work-learn community. Located within the City of Kelowna, we work in partnership with the City, and maintain strong relationships with our other regulatory bodies and service providers, and our surrounding community. With over 23,000 trips per day to and from campus, and commuting-related emissions representing 55% of the university’s greenhouse gas emissions at UBC Okanagan, encouraging sustainable transportation choices is a critical component of UBC’s broader sustainability and climate action efforts.

The **Sustainable Transportation Program Lead** (“Program Lead”) will develop and administer the programs and initiatives set out in the UBC Okanagan Transportation Plan. Adopted in 2021, the Transportation Plan guides the planning, design and delivery of transportation services, programs and infrastructure for the campus. The Plan outlines a broad suite of strategies to make it more convenient, affordable and sustainable to get to, from and around campus. Successful implementation of the plan will reduce future total trips to and from campus and ensure that most of the growth in trips expected in the coming decades occurs via active and sustainable modes.

Working as part of UBC Okanagan’s Office of Campus Planning, the Program Lead will work closely with UBC Vancouver Sustainable Transportation Program staff to lead the development and delivery of the campus’s comprehensive Transportation Demand Management (“TDM”) programs, aimed at increasing and encouraging sustainable options for the campus community. The Program Lead will develop and deliver a variety of programs and initiatives related to cycling, ride-sharing (carpooling/vanpooling), ride-hailing and transit. The Program Lead will also liaise with and administer contracts and/or license agreements with third parties delivering transportation services to the campus community (e.g. bike share, and ride-hailing companies).

The Program Lead will support infrastructure planning and advocacy efforts related to sustainable transportation for the campus. The incumbent will liaise with the City of Kelowna, BC Transit and other regional partners regarding improvements to transit service and pedestrian and cycling infrastructure to and from the campus.

The Program Lead will proactively manage issues and monitor the success of UBC’s sustainable transportation programs, balancing the needs and interests of multiple stakeholders and working collaboratively with staff across UBC. The Program Lead will assist with monitoring the university’s progress towards achieving the Transportation Plan’s targets, strategies and actions. The incumbent will manage and maintain program-related data and support related reporting activities and research projects, leveraging UBC’s considerable academic resources through research collaborations that apply UBC’s “campus-as-a-living-lab” philosophy.

# Organizational Status

This position has a direct report to the Associate Director, Campus Planning, Okanagan Campus (solid line) and to UBC Vancouver’s Managers of Transportation Planning and Transportation Engineering (dotted line). The incumbent will work collaboratively with staff across UBC Okanagan’s Campus Planning, Sustainability Operations, and Parking Services, liaising directly with staff at UBC Facilities Management, Campus Security and Campus Recreation as needed to support the success of UBC’s sustainable transportation programs.

# Work Performed

* Leads, plans, and implements UBC’s sustainable transportation programs and initiatives aimed at increasing the availability and use of sustainable transportation options for and by the campus community, including:
	+ education and outreach installations, activities and events (e.g. “Bike to Work Week”, “Safe and Sustainable Transportation Month”, etc.);
	+ developing and dispensing sustainable transportation resources (e.g. website content, campus cycling maps, orientation materials for new students, staff and faculty, etc.);
	+ developing and administering sustainable commuting and incentive programs (e.g. “ProPass” discounted faculty and staff transit pass program, carpool/vanpool programs, “Emergency Ride Home” program, “Try an E-bike” program, bicycle and pedestrian safety and awareness campaigns, etc.);
	+ coordinating implementation/delivery of small-scale active transportation infrastructure projects (e.g. bike share hubs, bike racks and lockers, bike lanes, pedestrian and cycling wayfinding signage, etc.);
	+ other programs/initiatives as identified.
* Collects, manages and interprets transportation-related data associated with sustainable transportation programs (e.g. program participant data, survey data, etc.), facilitating easy access to relevant aggregate level data by others at UBC involved in related policy development, infrastructure planning/delivery, and operations;
* Conducts research and analysis of best practices in sustainable transportation program delivery and facilitates related research and analysis by others, including faculty and students, through appropriate access to information and knowledge resources;
* Prepares summary documents and presentation materials, clearly communicating program information, graphically and in writing for varied audiences, including other units across UBC, the broader campus community, external partners and stakeholders;
* Actively monitors and reports on program progress, bringing issues to the attention of their manager, the broader UBC transportation team and/or other business units at UBC as appropriate;
* Coordinates Campus Planning’s role in the administration and oversight of third-party transportation service providers/operators (e.g. bike share and ride-hailing services), including:
	+ Contract and license administration, invoicing, payment processing and related data management and record keeping;
	+ Monitoring activities of providers/operators and ensuring compliance with operating license agreement requirements, resolving minor issues and flagging larger issues for senior staff; and
	+ Coordinating temporary adjustments to operational practices by third party transportation service providers/operators (e.g. during construction activities, special events, etc.).
* Responds to complaints and enquiries related to sustainable transportation programs and initiatives at UBC from external agencies, internal departments, the campus community and the general public;
* Engages multiple internal and external stakeholders throughout the development and implementation of sustainable transportation programs and initiatives as appropriate and consistent with C+CP’s engagement principles and guiding practices;
* Connects with other departments to leverage and support existing programs and initiatives related to sustainable transportation (e.g. sustainability, health and wellbeing initiatives, etc.);
* Liaise with the City of Kelowna, BC Transit and other regional partners regarding transit service and pedestrian and cycling connections and infrastructure on the campus; and
* Support and/or participate in campus and transportation policy planning processes, as appropriate.

# Consequence of Error/Judgment

The success of this position will rely on sound judgment in the development and delivery of sustainable transportation programs and in related interactions with internal and external stakeholders and partners. This position will be expected to bring significant issues to the attention of their manager as needed. This position will influence the allocation of funding in certain areas within project budgets of tens of thousands of dollars. Errors in this work may cause minor problems of a financial, legal or political nature. Support and review of work products will be provided by the Associate Director, Campus Planning, Manager of Transportation Planning, and/or Manager of Transportation Engineering as appropriate.

# Supervision Received

This position will receive direct supervision from the Associate Director, Campus Planning but is expected and encouraged to perform duties and responsibilities independently seeking advice and guidance from UBC Vancouver’s Managers of Transportation Planning and Transportation Engineering.

# Supervision Given

This position may supervise the activities of junior, volunteer, student, or other resource staff. This may include supervision of research, field work, or data collection activities by “work learn” or co-op students. This position may also manage the work of consultants. This position will also coordinate efforts of other departmental staff as required.

# Qualifications

Minimum

* Undergraduate degree in a relevant discipline.
* Minimum of five years of related experience or the equivalent combination of education and experience.

Preferred

* Studies in geography, environmental studies, public policy, public administration, urban planning, engineering, business administration, or a related field, preferably with a focus on sustainable transportation will be considered an asset.
* A Master’s degree in a relevant discipline or eligibility for membership in a professional Institute or Association would be considered an asset.
* Knowledge of transportation demand management and sustainable transportation planning principles along with methods of public information and education to impact effective behavioural changes.
* Related experience in the development and/or delivery of sustainable transportation programs and initiatives is preferred.
* Experience with analysis of transportation related data, administration of contracted or licensed services, and/or development and delivery of community-based social marketing programs will be considered an asset.
* High level of attention to detail, exceptional organizational and analytical skills, and an ability to prioritize and work effectively under pressure and meet deadlines.
* Strong interpersonal skills and ability to communicate clearly and concisely orally and in written and electronic formats with a diverse audience.
* A suitable degree of independence, sound judgment and initiative, supervisory ability, and interest-based problem-solving skills.
* Well developed computer skills with expertise in Microsoft Office Suite, data analysis and database applications, graphics and mapping software. Proficiency in ArcGIS and Adobe Creative Suite will be considered an asset.
* Ability to work outdoors occasionally, occasional hours outside the normal schedule, and perform minor occasional physical labour such as setting up booths and informational tables.
* Ability to handle confidential information and apply appropriate data and file management practices.
* Research skills and ability to manipulate, analyse, and interpret transportation related data, synthesizing results into clearly written technical reports and presentations will be considered an asset.