



Sarah Huntley
Office Manager

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Passenger Transport Specialists

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Qualifications: Masters in Social Policy, University of Central Lancashire
BA Politics (2.1), Lancaster University

In her role as Office Manager, Sarah ensures that all of the internal systems relating to the management of our projects are operating efficiently, that projects are on budget and on time and she resolves issues with staff or clients when they arise. She plays a leading part in the maintenance of our registration to both ISO 9001:2008 and Investors in People as well as managing our CILT certified qualifications and training courses. Her contribution to projects has included:

CILT Certified Qualifications

Sarah is the main point of contact for learners who register to our CILT supervisor and manager courses. She handles all of the CILT administration on behalf of the learners, chooses the course venues, ensures that all of the training materials are available at the course venue and maintains contact with learners after each course, to provide ongoing support through to the completion of the qualification requirements.

Surveys

Sarah is the TAS Project Manager for all of our survey work. She is the lead contributor to the design and content of our on-bus surveys and those where we gather opinions from non-bus users on the street. Sarah's project management includes all of the detail necessary for the successful deployment of surveyors as well as the subsequent data entry and analysis. As an Affiliate Member of the Market Research Society, she is well-placed to draft the presentation of findings.

London Borough of Hillingdon

Sarah was Project Manager for our recent work in Hillingdon, which not only required the presence of a skilled and experienced professional to provide interim management support to the Transport Unit, but also involved a home to school transport review, a separate SEN transport review, advice on policy and eligibility criteria and key stakeholder consultation. Sarah was able to bring this multi-faceted project to a successful conclusion on time and within budget.

STDEP Funding

Sarah is co-ordinating our contribution to the support that the Active Travel Consortium, of which TAS is a key member, is providing to the Local Enterprise Partnerships during 2016. This involves agreeing the detail of the support which TAS will provide to the various LEPs together with our consortium partners, assigning the tasks to TAS staff, monitoring progress, providing regular progress updates and submitting the necessary paperwork to ensure administrative consistency.

Rail Station Safety Reviews

Sarah was a leading member of the team which undertook a comprehensive access and safety review for rail replacement operation on behalf of Abellio after its acquisition of the Northern rail franchise. This involved a critical examination of all of the aspects of passenger access to replacement bus services at every station in the franchise area.

Tender Management

As Office Manager, Sarah has ensured the focus and timeliness of our submission of tenders. She has allocated bid writing responsibilities to team members, ensured that key documents are available in the correct format and liaised with tendering authorities and bid partners to ensure that our submissions meet and exceed the required standard.