

## **HARBOROUGH DISTRICT COUNCIL - JOB DESCRIPTION**

POST TITLE: Civil Enforcement Officer - Peripatetic

GRADE: Grade 3

TEAM: Parking Services

POST NO: tbc

SERVICE AREA: Health & Enforcement Services

### **CASUAL CAR USERS ALLOWANCE**

RESPONSIBLE TO: Parking Team Leader

37 hours per week on shift pattern including weekend and Bank Holidays and on occasion evenings.

### **VARIATIONS TO STANDARD CONDITIONS OF SERVICE:**

- This is a description of the job as it is constituted at the date shown below. It is the practice of this Authority to periodically examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to them. You will therefore be expected to participate fully in such discussions. It is the Authority's aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.
- Clearance by the Disclosure and Barring Service is a requirement of this post.

Date Issued: June 2015

### **Job Purpose:**

To control and regulate the parking of motor vehicles on streets, in car parks and on any other Council owned or operated space as required to meet operational requirements on behalf of the following Councils:

Blaby District Council, Harborough District Council, Hinckley and Bosworth Borough Council, Melton Borough Council and Oadby and Wigston Borough Council and Leicestershire County Council

### **Main Duties and Responsibilities:**

- To patrol Car parks and Public Roads as instructed.

- To enforce Traffic Regulation Orders as they apply to the parking or prohibitions to parking of motor vehicles on Public Roads and Highways in whichever District or Borough you are based.
- To enforce the Council's Off Street Parking Places Order on Car Parks in the Councils District or borough.
- To enforce the On Street and Off Street regulations and to be competent in the application of the contravention codes that Civil Enforcement Officers use on a daily basis.
- To issue lawful notices, including but not limited to, Penalty Charge, Fixed Penalty and Incident Reports for parking and other generic offences as the Council deem appropriate.
- To ensure that all Car Park equipment and signage is maintained in a serviceable condition fit for the purpose of lawful parking operations.
- To check the correctness and serviceability of all signs, lines, and equipment associated with parking on Public Roads and car parks.
- To perform cash handling duties if required, in a proper and accountable way as instructed.
- To maintain all equipment issued for personal use in a serviceable condition and to use this in accordance with instructions.
- To wear a uniform issued by the Council for the lawful performance of duties correctly and in accordance with instructions.
- To treat customers with courtesy and respect at all times.
- To actively take part in the Councils emergency procedures protocols.
- To regulate traffic flow.
- Keep the general public safe by ensuring vehicles are parked legally and correctly.
- To ensure personal safety at all times and that of team members when necessary.
- To uphold the image of the Council and have a working knowledge of council policy pertinent to a Civil Enforcement Officer.
- To be competent with the correct information when asked a question from a member of the public about parking. Also to try and help when possible with any other information that a member of the public may ask a Civil Enforcement Officer.

## **Job Activities**

- To patrol areas assigned by management and ensure that all motorists are parked in accordance with the law.
- To note and report defects to the structure and fabric on street and in car parks.
- To note and report defects to signs and lines on streets and car parks.
- To check all tickets or permits displayed for validity.
- To issue Penalty Charge Notices which are lawful and ensure that these are accurately completed in all requisite detail and are served in the appropriate manner without favour to any person.
- To download Penalty information from hand-held equipment daily or where this is in document form to submit counterfoils without delay as instructed.
- To ensure that hand held equipment is maintained in a serviceable condition in accordance with regular maintenance schedules and is recharged daily.
- To check all car park cash machines for accuracy of time clock and correct operation and stocks of tickets daily and to restock, adjust or arrange repair as necessary.
- To carry out basic maintenance of machines as instructed and to report all faults as they occur.
- To empty cash from machines and carry out counting sorting and banking duties as instructed.
- To maintain accurate cash records where required.
- To maintain and submit accurate records of working hours.
- To present a smart, clean and polite image to customers and to wear uniform correctly, at all times.
- To take part in any District or Borough Emergency procedure as directed by your line manager.
- To issue any other fine or notice as directed.
- To participate positively in Team meetings.

- To uphold and display the HDC behavior competency framework to at least level 1.

To ensure compliance with all Council policies and statutory requirements and guidance in relation to Equality and Diversity, Equal Opportunities, Health and Safety, Safeguarding and Communication and involvement policies

### **Other**

As a term of employment the post holder may be required to undertake other such duties as may reasonably be required of you in the post and department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments at any of the Authority's establishments.

### **Health and Safety**

To be familiar with and at all times comply with

- the Council's general health and safety policy,
- the Council's specific health & safety policies and procedures as detailed in the Council health and safety policy documents, and
- local department specific health and safety procedures as amended or added to from time to time.

To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action.

To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. To maintain Personal Protective Equipment and to report any PPE that is defective.

To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements to be performed or complied with.

To ensure anything provided in the interests of health, safety or welfare is not intentionally or recklessly interfered with or misused.

### **General:**

- The post will be subject to the conditions of Service of the National Joint Council for Local Government Services and to the Local Government Superannuation Act if desired. The main national and local conditions of employment and information of a general nature are available on separate documents.

- The nature of the post requires the post holder to work outdoors, in all weathers.
- The post holder will be required to wear a uniform, which will be issued by the Council. The post holder will be expected to keep the uniform in good condition and be responsible for its laundering and cleaning.
- The post holder will be required to use their own vehicle to travel around the County as directed by their line manager.
- The post holder will be provided with a mobile phone for business use only and will be required to carry it at all times whilst at work. Out of hours contact numbers will be required to be supplied as part of the lone worker policy.
- The salary for this post will be as specified by the Council.
- Period of Notice by the Officer of the Council – one calendar month.
- The post holder will be expected to comply with the Council's Code of Conduct for Employees.
- The post holder will normally be required to work from a nominated base, in accordance with the rotating shift pattern and will be expected to travel to and from these places of work at their own expense.
- To adhere to the Council's policies on disciplinary and equal opportunities.
- To co-operate with and support corporate procedures and initiatives, including appraisal and staff training and development.
- To contribute throughout your work to the promotion of the Authority and to the furtherance of the Sections Aims and Objectives.
- To, at all times treat the Councils customers and your colleagues with politeness, respect and consideration and promote customer care throughout the Authority.
- As a term of employment the postholder may be required to undertake other such duties as may reasonably be required of you in the post and department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments at any of the Authority's establishments.

## HARBOROUGH DISTRICT COUNCIL – PERSON SPECIFICATION

JOB TITLE:	Civil Enforcement Officer (Parking Attendant) Peripatetic				
TEAM:	Parking Services				
POST NO:	TBC	GRADE:	3	WEEKLY HOURS:	37
ALLOWANCE:	Casula car user allowance				
CONTRACT TYPE:	Casual <input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Fixed term <input type="checkbox"/> If fixed term, end date / event: E.g. date, duration, "Maternity cover", "Project"				

TYPE OF CRITERIA	ESSENTIAL REQUIREMENTS: Minimum requirements for the successful completion of the job	ASSESSMENT A / I / T / E	DESIRABLE REQUIREMENTS: Elements that contribute to improved / immediate performance in the job	ASSESSMENT A / I / T / E
QUALIFICATIONS			<ul style="list-style-type: none"> <li>Formal training or qualification in enforcement or customer services</li> <li>GCSE English and Mathematics Grade C or equivalent</li> </ul>	<p><b>I/E</b></p> <p><b>E</b></p>
EXPERIENCE	<ul style="list-style-type: none"> <li>Experience of working with members of the public</li> </ul>	<b>A/I</b>	Experience of an enforcement role	<b>A/I</b>

	<ul style="list-style-type: none"> <li>Experience of difficult people and challenging situations</li> </ul>	A/I	<ul style="list-style-type: none"> <li>Experience in a customer service role</li> </ul>	A/I
			<ul style="list-style-type: none"> <li>Experience of working outdoors</li> </ul>	A/I
			<ul style="list-style-type: none"> <li>Using hand held computer equipment</li> </ul>	A/I
KNOWLEDGE	<ul style="list-style-type: none"> <li>Basic understanding of the purpose of parking regulations</li> </ul>	A/I	<b>Parking Legislation</b>	A/I
			<b>How to operate and carry out minor repairs on pay and display equipment</b>	A/I
SKILLS	<ul style="list-style-type: none"> <li>Good level of literacy and numeracy</li> </ul>	A/I		
	<ul style="list-style-type: none"> <li>Excellent verbal communication skills</li> </ul>	A/I		
	<ul style="list-style-type: none"> <li>Able to remain calm, confident and diplomatic in circumstances that can be hostile on occasions</li> </ul>	A/I		
	<ul style="list-style-type: none"> <li>Ability to accurately complete appropriate verbal and written communications</li> </ul>	A/I		

	<p>Able to maintain accurate records in a timely manner</p> <p>Ability to work on own initiative or as part of a team when required</p> <p>Ability and willingness to undertake relevant training</p> <p>Ability and willingness to comply with the Council's Equal Opportunities Policy. i.e. demonstrate fair and equal treatment of customers</p> <p>Able to demonstrate customer focus</p> <p>Assertiveness</p>	<p>I</p> <p>I</p> <p>I</p> <p><b>A/I</b></p> <p>I</p> <p>I</p>	
OTHER	<p>Full valid UK driving licence</p> <p>Have access to a suitable vehicle.</p> <p>Able and willing to work in all weathers, patrolling on foot for long periods in uniform provided*</p> <p>Able to wear a stab vest when required of up to 3.2 kilos*</p> <p>Capable of carrying the necessary equipment for the</p>	<p><b>E</b></p> <p><b>A</b></p> <p><b>A</b></p>	



	duration of the shift (approximately 3 kilos).*			
* Reasonable adjustments will be considered				
Assessment Legend:	A = Application	I = Interview	T = Test or Assessment	E = Evidence (e.g. certificate)