

## Parking Operations Officer

**Grade 6**

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead so we are always looking for better and smarter ways to work.

The role is within the Council's Parking Services department which is tasked with maintaining the free flow of traffic, improving safety, supporting local communities and economies whilst encouraging environmentally friendly travel. You will ensure the Authorities pay and display machines are emptied daily, the parking facilities are maintained, inspection of car parks regularly and complete associated administrative duties.

This role is based within [Economy and Infrastructure](#). Find out more about [working for Kirklees](#).

### The Job

Operating throughout Kirklees, you will work outside in all weather conditions collecting cash from pay and display machines.

You will be responsible for banking of all monies collected in preparation the external security company. You will ensure cash collections balance and produce reports for colleagues in Finance whilst ensuring audit processes are followed.

You will be responsible for monitoring machine income and report discrepancies against forecasts and ensure that adequate surveillance and security is provided whilst money is being collected and counted.

You will ensure pay and display machines are maintained in working order, stocked with tickets, cash hoppers filled, and carry out minor repairs on site, recording and reporting more serious faults.

You will maintain the computerised operational systems reporting relevant action where there is deviation from performance plans and targets.

You will assess signage and lining to determine accuracy and compliance to current parking legislation.

You will participate in parking surveys as instructed by the Senior Parking Officer to ensure that enforcement, maintenance and improvement works comply with the Traffic Regulation Orders and procedures.

You will supervise and monitor a small team of handyperson/cleaners allocating work, ensuring tasks are completed to agreed standards, carry out appraisals and one to one's.

### Job Checklist

- Working outside in all-weather collecting cash from pay and display machines and ensuring audit processes are followed.
- Drive a Council vehicle across Kirklees, in line with legal obligation and expectation for Driver Behaviour.
- Produce reports for colleagues in Finance that comply with audit procedures.
- Monitoring machine income and report discrepancies against forecasts and ensure cash collections balance.
- Ensure pay and display machines are maintained in working order to maximise income.
- Carrying out minor repairs on site, recording and reporting other faults.
- Assess car park signage and lining to determine accuracy and compliance to parking legislation.
- Participate in parking surveys to monitor usage.
- Working collaboratively with the team to ensure tasks and activities are successfully completed.
- Operate safely and undertake work in line with risk assessments and health & safety procedures

Please see your responsibilities related to [safeguarding](#).

## The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work.

You will enjoy working outside in all weather conditions in order to collect cash from the parking machines. You will be physically fit in order to lift cash boxes, some of which will be heavy and you will enjoy a role that involves driving and travelling throughout Kirklees.

You will understand the need for adequate surveillance and security whilst handling large amounts of cash in public and also whilst the money is being counted. You will be able to count and reconcile cash and will have knowledge of banking monies collected by an external security company. You will have experience of carrying out minor repairs with basic hand held tools.

You will have the ability to update, maintain and make minor developments to the IT systems in operation within the Parking Service and routinely produce financial reports including discrepancies and forecasts. You will be able to draft action plans for essential and non-routine maintenance and improvements of car parks in Excel or Word.

You will be able to carry out site surveys on Council car parks and report faults, hazards, crime, congestion, general maintenance and cleansing requirements, including graffiti removal and abandoned vehicles. You may have previous experience of supervision of a small team of handypersons /cleaners.

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

We also expect you to promote and role model the Council's Expectations of a Council employee within the organisation.

This role is at level 1. The Council's [Behaviours and Expectations](#) will be tested throughout the selection process.

## Person Checklist

- You will enjoy working outside in all weather conditions and be physically fit to be able to collect cash boxes (*some of which will be heavy*).
- Hold a full and valid driving licence to be able to drive a Council vehicle throughout Kirklees.
- You will be able to reconcile cash in line with audit processes and use IT proactively to ensure cash collections balance and have been reported correctly.
- You will have the ability to supervise a small team, demonstrating either through experience or understanding of effective supervisory management.
- You will enjoy working in part of a team and using your own initiative to ensure the safety of car and lorry parks are maintained as well as faults, hazards, crime, general maintenance and cleansing requirements are dealt with speedily.
- You will be able to arrange all necessary procurement for all signs, car park surfacing and lining and understand safety issues within car parks.
- You will have the ability to work within the relevant legislation and Council policy and have an understanding of signage and lining and with training be able to determine compliance within parking areas.
- You will take a proactive approach to drafting action plans for essential and non-routine maintenance and improvements of car parks.
- The physical nature of this job requires you to undertake a standard medical screening and any other medical screening as determined by the Occupational Health Unit, appropriate to occupational risk.

*This Role Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.*

**For Recruitment Purposes:** In order to be considered for this role you will need to demonstrate your ability to meet the criteria outlined in the Person Checklist.