

Position Description

Parking Officer

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: August 2020

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 1 Level 3
Position limit within salary system: (20 Grade structure)	Grade 4 - Entry to Step 4
Status of position:	Permanent
Hours of work per fortnight:	76

Organisational relationships

Directorate:	Environment, Planning and Community
Section/Unit:	Environment, Development & Regulated Services
Team:	Regulatory Services
Work base:	Grafton, however this may change should business need identify other work locations to be more appropriate to deliver our services in the future
Position responsible to:	Regulatory Services Supervisor
Level of support and supervision:	Moderate
Level of personal management	Moderate
Level of teamwork required:	High
Supervision of staff:	Nil
Internal contacts:	All Sections of Council
External contacts:	General public, Government Agencies

Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

Physical requirements of the position

Frequent driving

Prolonged walking (for several hours at one time) or occasional running on uneven ground

Prolonged standing (several hours at one time)

Occasional lifting of animals (often 12-15 kg)

Frequent use of keyboard and tablet/mobile device

Purpose of the position

To ensure close proximity parking is available in and around Council's CBD areas and surrounds by enforcing parking regulations for the benefit and safety of our residents and visitors

To assist in the enforcement of the provisions of applicable Acts, Regulations, local laws and Council policies associated with the regulatory services team

Major duties and responsibilities

Issue accurate and timely Penalty Infringement Notices under Australian Road Rules and other Acts

Investigate complaints and undertake the enforcement requirements of the Local Government Act, Impounding Act, Companion Animals Act, Australian Road Rules and Council's policies, or other relevant legislation as required

Occasionally assist with Pound operations including animal control and impounding

Maintain accurate records and diaries of activities, investigations and actions undertaken in the implementation of regulatory services activities

Assist Council in Court in relation to parking infringements

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Relevant tertiary qualification; **or** equivalent relevant industry experience

Basic knowledge of Australian Road Rules and the Local Government Act in relation to parking

Licences/tickets, clearances, membership

National Criminal History check

Current Drivers Licence

Experience

Demonstrated experience in either a regulatory services or parking officer role, or another role relevant to this position

Essential selection criteria

Position related skills

Ability to interpret legislation

Sound report and letter writing skills

Well developed interpersonal and conflict resolutions skills

General computer literacy in email and internet programs and basic proficiency in Microsoft word

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

Other features of this position may include

Out of hours and weekend work as required

Contact with challenging customers/members of public

Working with animals and stock

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position
based on this Position Description.

Signed: Date

Employee