



## **JOB DESCRIPTION**

**POST: Parking Services Project Officer**

**DEPARTMENT: Operations**

**REPORTING TO: Parking Services Manager**

**RESPONSIBLE FOR: No direct reports**

**GRADE: 5**

**Fixed term for two years.**

## **INTRODUCTION:**

The Project Officer for Parking Services would support the emerging parking priorities of the Council. The role would report to the Parking Services Manager and will deliver a range of projects within the Operations Service. The role would also be outward facing, working with a range of stakeholders and businesses to deliver key projects across both the Councils.

All team members will be expected to demonstrate their commitment to the values and organisational behaviours.

Individuals will be expected to take responsibility for their own continuous development, engaging in a range of activity including horizon scanning, networking, training and updating in a variety of forms/formats.

## **MAIN JOB PURPOSE:**

- a) To pro-actively seek opportunities to deliver on the parking aspirations of Babergh and Mid Suffolk as set out in the Parking Strategy.
- b) To work with partners and stakeholders within and outside the Council to deliver against core actions relating to parking. Delivering, in collaboration with others, the Councils' objectives and key priority projects for the districts.
- c) Provide specialist support, advice and information to businesses, residents internal services and other key stakeholders to promote key messaging and stimulate collaboration in respect of parking.

## **DUTIES AND RESPONSIBILITIES:**

- a) The role is primarily project based focusing on and facilitating the Councils and districts' Parking Strategy and delivering specific and set strategic objectives/projects. Also planning and delivering the key milestones which meet desired outcomes within any financial or other resource constraints.
- b) To provide project support to enable the development and delivery of actions within the iterative Parking Strategy.
- c) Support the participation of countywide and regional initiatives which contribute to the economic growth and the net zero carbon ambitions of the districts.
- d) Act as project lead for delivery of projects, developing and co-ordinating work of others and being responsible for outcomes of others including external and internal parties and without direct line management responsibility. This will regularly include some high-level representation of the Councils at external and hosted meetings.
- e) Manage and be accountable for specific parking related project budgets. Using initiative and negotiation, including with partners and through sourcing external resources, to deliver cost-effective project outcomes.
- f) Participate in project teams led by others where those relate to the Councils objectives.
- g) Research, interpret and provide evidence in support of initiatives, inquiries and facilitate public consultations for key corporate projects and priorities.
- h) Where required by the Councils, to commission development briefs and site-specific reports for key projects and lead process to project completion.
- i) Participate as required in corporate initiatives and consultations.
- j) Provide advice, including through consultation responses, on planning applications where appropriate.

## **Specific Deliverables**

- Engage with businesses, community groups and support organisations, collating intelligence and designing projects which support parking provisions.
- Work with Vision Boards and Steering Groups on initiatives which improve the viability, vibrancy of market towns and key destinations.
- Work with our parking enforcement partners and other stakeholders to ensure that the levels of service provided meet the needs of newly implemented projects, schemes and initiatives.

## Key Relationships:

Working across both district councils:

- a) Accountable to the Parking Services Manager
- b) Members from both councils
- c) Partners and stakeholders
- d) Professional and regulatory bodies
- e) Professional/ job related networks at local and regional levels
- f) Communities, directly or through teams, projects etc

This post will be required to work corporately and collaboratively within its own service and across all other service areas in order to achieve the specific deliverables, but will have particular key relationships with local businesses, community energy groups, partners and funders, and other local authorities

## Additional information

- a) Does this job require a DBS check? **No**
- b) This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery or other activities to support the councils' statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity. **Yes/No**
- c) The post is designated as being politically restricted in accordance with the term of the Local Government Housing Act 1989 and subsequent amendments. The effect of this is to prevent the postholder from having any active political role either in or outside the workplace, and automatically disqualifying them from standing for or holding elected office. **Yes/No**

*This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.*

## PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

<p><b>REQUIREMENTS</b> The postholder must be able to demonstrate:</p>	<p><b>MEASURED BY:</b> A Application form I Interview T/P Test/Presentation</p>
<p><b>EDUCATION/TRAINING</b> (Academic, vocational/professional and other training)</p>	

Relevant Qualification at NVQ4/degree plus extended relevant post qualification experience in specialist area, or equivalent knowledge gained from experience.	A/I
Project management qualification or equivalent experience.	A/I
A City & Guilds Level 2 Award for Civil Enforcement Officers (Parking) or equivalent experience (desired)	
<b>KNOWLEDGE &amp; EXPERIENCE</b> <i>(e.g. report writing, office experience, Microsoft office)</i>	
Experience of project and programme management processes.	A/I
Experience of working with businesses of all sizes	A/I
Experience of working within the parking industry.	A/I
Experience in a local government organisation desirable	A/I
Ability to work with a wide range of partners, consultants and key stakeholders	A/I
Evidence of working with funders and securing funding for projects	A/I
Budget management	A/I
Experience of managing risk	A/I
<b>SKILLS/ATTRIBUTES</b> <i>(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)</i>	
Delivery focused skills – ability to meet timescales, meet tight budgets	A/I
Ability to take a lead on projects	A/I
Good communication skills	A/I
Good negotiations skills	A/I
Ability to work alongside partners	A/I
Ability to work on own initiative and act independently to deliver council outcomes	A/I
Ability to understand and adhere to confidentiality as required in certain circumstances	A/I
<b>BEHAVIOURS</b> Behaviours will be tested at interview against the Council's values (further detail below)	
Empowering, valuing and developing our people	A/I
Valuing our customers	A/I
Being open and honest	A/I
Taking ownership	A/I
Being ambitious	A/I
<b>EQUALITY AND DIVERSITY</b>	
Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).	A/I



# Our Values

...we believe in



OUR CUSTOMERS

BEING AMBITIOUS

TAKING OWNERSHIP

BEING OPEN and HONEST

OUR PEOPLE



We empower, value and develop our people to work together as one dynamic and efficient team.

We care about delivering high quality, customer-focused outcomes with our communities and partners.

We are open, transparent and truthful.

We take pride in our work and take responsibility for our actions.

We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.