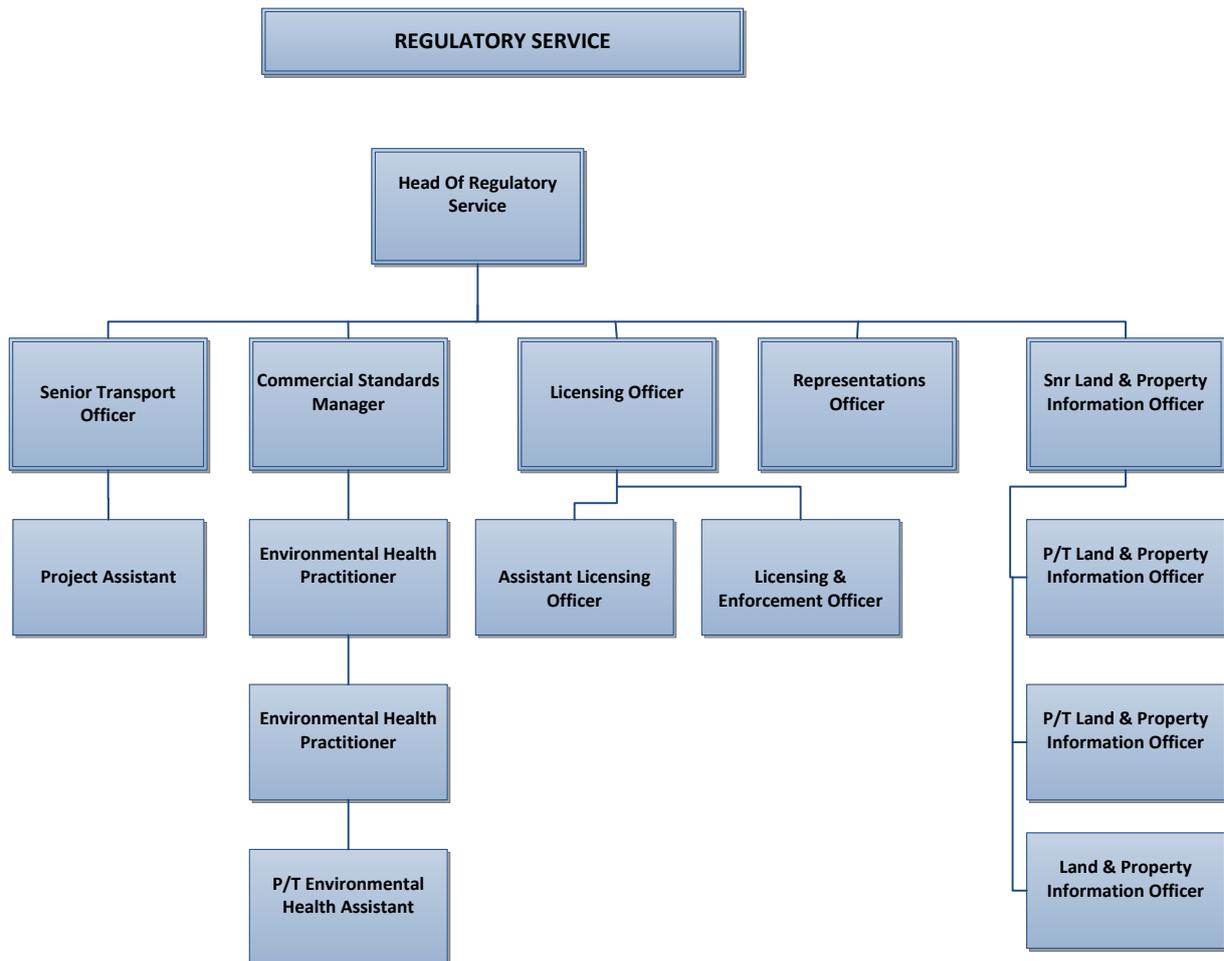


## Job Description

<b>Job Title:</b>	Project Assistant (Parking and Transport Projects)		<b>JE Ref:</b>
<b>Post Number:</b>			
<b>Service/ Department:</b>	Parking Services	<b>Section:</b>	Regulatory Services
<b>Salary band:</b>	Scale 5		
<b>Location:</b>	You will normally be based at Three Rivers House or any such other place of employment within the remit of Regulatory Services as may be required.		
<b>Hours per week:</b>	37 hours ( <i>secondment</i> )		
<b>Driving licence requirement:</b>	Essential. The post holder will be expected to travel to achieve the requirements of the role.		
<b>Payment Allowance:</b>	Inner Fringe Weighting allowance		
<b>Responsible to:</b>	Head of Regulatory Services and Senior Transport Officer		
<b>Responsible for:</b>	N/A		

**PLACE IN ORGANISATION CHART OF DEPARTMENT:**



**Purpose of Role:**

To provide administrative and technical support to the Senior Transport Officer in developing parking and transport projects.

**Key Responsibilities**

- 1) To support the delivery of the Council's parking service and sustainable transport projects including the Parking Management, Verge Hardening and Highway Enhancements programmes, the Retail Parade Regeneration programme and the Better Buses programme.
- 2) Responsibilities are administrative with some technical support, but no previous experience is necessary and full support will be provided. However, Officers need to be enthusiastic and able to work independently at times and have the ability to use their own initiative.
- 3) Work will include:
  - Support and delivery of consultation exercises with public and stakeholders
  - Investigate and research schemes for the lead Officer and produce draft briefings.
  - This includes data input and basic analysis
  - Undertake independent site visits to make checks, collate data and erect site notices.
  - Draft and send responses to information requests
  - Provide feedback on existing policies and schemes
  - Basic procurement
  - Manage marketing and promotion of schemes including review of and updating the relevant web pages.
  - Use of GIS (training will be given).
- 4) Any other reasonable duties as required by the Head of Regulatory Services

**Key Relationships:**

- Officers within Regulatory Services
- Officers within other departments of the wider Council,
- External stakeholders
- Members of the public
- Councillors
- Local authorities
- Community Groups

Other Government bodies

**Important Notes Relating to Duties:**

In dealing with any form of contract or tendering procedures on behalf of the councils, the holder of this post is personally responsible for ensuring that she/he:-

- Is familiar with the relevant requirements of the Council's constitution, Contracts procedures, Rules and Financial Procedure Rules, Officer Code of Conduct and other management guidance that may be given from time to time;
- Complies with these formal requirements and related procedures; and
- Seeks advice from a more senior officer or an officer with specialism in subject area if in any doubt about the proper course of action.

**PERSON SPECIFICATION**

This section presents the knowledge, skills, experience, personal qualities and qualifications that are considered essential for a person being deployed to this role.

**Knowledge/skills/personal qualities**

- Good standard of literacy and numeracy. Committed to delivering an efficient, customer oriented service
- Calm under pressure and solution focused, needing minimal supervision, managing and prioritising own workload, a good team player; good organisational skills.
- Taking ownership and responsibility, engaged fully in the projects you are delivering
- Willingness to learn about team objectives, vision and ability to understand technical issues. Enthusiastic with a can-do attitude
- Good Communicator - open and articulate with demonstrated ability to communicate with people at all levels. Basic understanding of objectives and practice of Plain English.
- Good customer care skills; ability to engage sensitively with customers who are upset or confused about technical matters; ability to deal effectively with frustrated or angry customers.
- Aptitude to undertake repetitive tasks whilst maintaining accuracy.
- Requirement to undertake site visits around the district so ideally have driving licence and access to own vehicle.

**ICT/ technological aptitude**

- Familiarity with computer software including Word and Excel, particularly basic formulae and functions to analyse data.
- Experience of GIS would be desirable.

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<b>How we work</b>		
This is our generic behaviours and attitudes framework against which our performance is measured (For full detail see the How we Work framework)		
Clusters	Key Themes	Level needed* (1 – 4) *See guidance below
<b>We deliver results</b>	Manage performance	1
	Manage resources	1
	Manage change	1
<b>We set an example</b>	Fairness	1
	Integrity	1
	Accountability	<b>1</b>
	Image	1
<b>We develop and grow</b>	Personal development	1
	Challenge	1
	Innovation	1
<b>We work together</b>	Working with customers and colleagues	1
	Communication	1
	Leadership	1

How to map the 'How we work' levels to posts

Grade for WBC and Shared Services	Up to Band 5	Band 6 - 9	Band 10 + / Chief Officers
Do not manage staff	1 or 2	2	4
Manage staff	3	3	4

Grade for TRDC	Up to Scale 6	S0, PO MG1 MG2	MG3, MG4 and above
Do not manage staff	1 or 2	2	4
Manage staff	3	3	4

**Politically Restricted Posts**

Under the Local Government and Housing Act 1989 (as amended), posts that are either specified under that Act or posts that are defined as sensitive under the Act because the post holder is

required to either give advice on a regular basis to the executive or any committee of the Council, or speak on behalf of the Council on a regular basis to journalists or broadcasters are 'Politically Restricted'. This means that the post holder is restricted in terms of public political activity. For further information with regard to this please contact Human Resources.

This post is not politically restricted.

**Equal Opportunities:**

The Council fully supports the terms of The Equality Act 2010. We are an equal opportunities employer and do not discriminate on any grounds. We want a diverse workforce which reflects our community and welcome applications from everyone regardless of age, disability, sex, race, religion or belief, sexual orientation, gender reassignment, pregnancy and maternity and marital or civil partnership status.

We are also committed to improving opportunities for people with disabilities, and are a registered 'Two Ticks' employer. If you have a disability and demonstrate that you fulfil the person specification criteria for the role on your application form, you will be invited for an interview. If you feel that you could carry out this post with some adjustments, please let us know. If you require particular arrangements made for interview etc (e.g. signing, access), please indicate this on your application form.

<b>Job description:</b>	<b>Name</b>	<b>Date</b>
Written by (Manager)	Peter Simons	
Agreed by (Manager)	Kimberley Rowley	08/10/18
Approved by (Human Resources)	Melina Watkins	