

Role profile

Here's more about the job!

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|---------------|---|----------------------|-----------|
| Role/s | Parking Enforcement Manager Parking Support Team Leader Senior Civil Enforcement Officer* Civil Enforcement Officer* Parking Enforcement Snr Support Officer** Parking Enforcement Support Officer** | Date Prepared | June 2020 |
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Your Team

- Civil Parking Enforcement is used by the Authority to fulfil its duty to manage the road network and to ensure the expeditious movement of all traffic. The overall aim is to provide a service that operates in a fair, consistent and transparent manner for the overall benefit of the residents, visitors and businesses of Central Bedfordshire.

Your Customers

- Council staff and services
- External customers - including members of public, business and service providers
- Traffic Penalty Tribunal
- Elected Members
- Town & Parish Councils

Your Role

- To provide an efficient and effective service of parking enforcement in order to minimise parking in contravention through the issue of Penalty Charge Notices in appropriate cases.*
- You will be conversant with Road Traffic Law, Traffic Regulation Orders, relevant legislation and Civil Parking Enforcement practices and procedures.
- The processing of PCN's and issuing of permits**
- You will be fluent in the English Language

Health and Safety

- Risk of verbal abuse.
- Risk of physical assault.
- Working alone.
- Regular exposure to mental health pressures and demands.
- Visual display - regular use.
- Adverse environmental conditions.

Work Pattern

- Shift working*.
- Standard Monday to Friday with flexibility subject to business needs.

Work Related Travel

- Regular.

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Bedfordshire

