

JOB TITLE
Parking Services Administrator

CLASSIFICATION
Band 5

REPORTS TO
Senior Parking Services Officer

WHAT WE TRUST YOU TO DELIVER



- Provide an efficient and effective Parking Enforcement and Administration Service that ensures a safe environment for vehicular and pedestrian traffic
- Assess parking infringement appeals and ensure decisions are made in accordance with specified guidelines and Victorian Government legislation and Regulations, undertaking further research and analysis of appeals where necessary
- Assist in all aspects in the management of Council's resident parking permit scheme and permit renewals
- Prepare reports, correspondence and spreadsheets and reporting on contractor compliance and performance
- Assist in the development and maintenance of computer databases and maintain electronic and paper filing systems

WHAT YOU'LL NEED TO THRIVE



- Experience in parking enforcement, prosecutions, contract management, financial monitoring and administration
- Knowledge of the relevant Acts, Regulations, Local Laws, Government and Council Policies
- Strong communication and interpersonal skills with the ability to present to a large group and gain cooperation and assistance from a range of internal and external stakeholders
- Demonstrated ability to deal with personal and sensitive information in a confidential manner
- Ability to pick up learn new systems quickly and be proficient in the Microsoft Office suite
- Effective negotiation skills with proven experience in advocating on behalf of Council
- Demonstrated ability to gain cooperation and assistance from colleagues and members of the public, to conduct research and analysis in order to resolve problems
- Enthusiasm and ability to work in a team environment and positively contribute to the team
- A tertiary qualification in Business Administration or Enforcement along with a Current valid Victorian Drivers Licence

WHAT WE'LL DO TO SUPPORT YOU



- Provide a safe and welcoming environment where you will be encouraged to innovate and embed new ways of working.
- Deliver opportunity for genuine engagement and collaboration across all levels of the business.
- Commit to your long term growth and career development.
- Provide access to our Executive Team to share ideas and make a positive difference across the organisation.

WHERE YOU FIT IN AND THE DIFFERENCE YOU CAN MAKE



VISION Council will be an inclusive, healthy, creative, sustainable and smart community
VALUES Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

OUR CAPABILITY FRAMEWORK OUTLINES THE BUILDING BLOCKS WE USE TO DEVELOP OUR ORGANISATION AND PEOPLE



CAPABILITY	Technology Savvy	Systems Thinking	Inspiring People	Customer Centric
LEVEL	3	3	1	2
CAPABILITY	Developing self & others	Building Relationships	Communicating & Presenting	Delivering results
LEVEL	2	3	2	2