

# POSITION DESCRIPTION



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**POSITION TITLE:** Local Laws Parking Officer  
**CLASSIFICATION:** Band 5  
**UNIT / DIVISION:** Public Environments / Regulatory and Community Services

**HUMAN RESOURCE MANAGER:** .....  
*Signature & Date*

**GENERAL MANAGER:** .....  
*Signature & Date*

**INCUMBENT:** .....  
*Signature & Date*

.....  
*Print Name*

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## **POSITION OBJECTIVES**

As a member of Local Laws Team and with a strong commitment to customer service, the Local Laws Parking Officer is responsible for assisting the Coordinator with the administration, promotion and enforcement of traffic, local laws and parking services.

## **KEY RESPONSIBILITIES**

- Issue Local Laws permits
- Undertake enforcement and investigations relevant to council's Local Law No 8 and other statutes under delegation and authorisation
- Community education with respect to Council's local laws and policies
- Preparation of evidence and briefs
- Regulate and monitor parking, issuing infringements, parking meter operations and repairs and coin collection
- Investigate complaints, for example, litter, nuisance, unsightly land
- Act as relief school crossing supervisor and assist with parking meter coin collection as required.

## **ORGANISATIONAL RELATIONSHIPS**

Reports to: Local Laws Coordinator

Supervises/Manages/Coordinates: Nil

Internal Liaisons: General Manager Regulatory and Community Services  
Public Environments Manager  
All staff

External Liaisons: Statutory authorities  
Members of the public

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### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Provide specialist advice to internal and external stakeholders within Council guidelines and delegated authority
- Provide support within area of expertise as required
- Act within set objectives, budgets and consult with senior staff as appropriate

### **JUDGEMENT AND DECISION MAKING**

- Make decisions based on knowledge of department goals and objectives
- Use previously acquired experience and knowledge to solve problems
- Guidance and advice would usually be available within the time required to make a decision

### **SPECIALIST KNOWLEDGE AND SKILLS**

- Understanding of legislation impacting the municipality, local laws and Council policy
- Effective communication including negotiation and conflict resolution skills
- Knowledge of the infringement system and associated Court functions
- Good understanding of technology, procedures and processes relevant to the unit
- Ability to interpret and follow regulations including relevant policies, regulations and precedents
- Understanding of the long term goals of the unit and appreciation of the goals of the wider organisation
- Knowledge of the Local Government Act and associated regulations
- Proficiency in the use of electronic hardware and software, and the ability to learn new software/systems

### **MANAGEMENT SKILLS**

- Manage own time, set priorities, planning and organising own work and where required that of other employees to efficiently achieve specific and set objectives
- Understanding of personnel practices including those related to equal employment opportunity, occupational health and safety and employees training and development

### **INTERPERSONAL SKILLS**

- Ability to gain trust, cooperation and assistance from internal and external stakeholders when required
- Ability to establish rapport and to contribute to a pro-active work culture
- Conduct research and write reports in field of expertise
- Preparation of external correspondence
- Strong written and oral communication skills
- Discretion and confidentiality are used whilst performing assigned duties

### **QUALIFICATIONS AND EXPERIENCE**

#### **Mandatory**

- Certificate IV in Statutory Compliance or equivalent with relevant experience
- Experience in preparing briefs and report writing
- Good knowledge and understanding of statutes and local laws, and issuing of permits
- Valid driver's licence

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### Desirable

- Law enforcement experience
- Local Government experience and knowledge of the current issues in Local Government in Victoria

### **Key Selection Criteria**

1. Relevant qualifications and experience
2. Demonstrated experience in conflict resolution and problem solving, particularly dealing with the public in a cooperative manner
3. Good administration and communication skills, both verbal and written
4. Demonstrated knowledge of the Infringement Court system and the Magistrates Court System.

**Other Prerequisites** – Applicants must have a valid Australian visa with work rights and hold an Australian Driver's Licence.