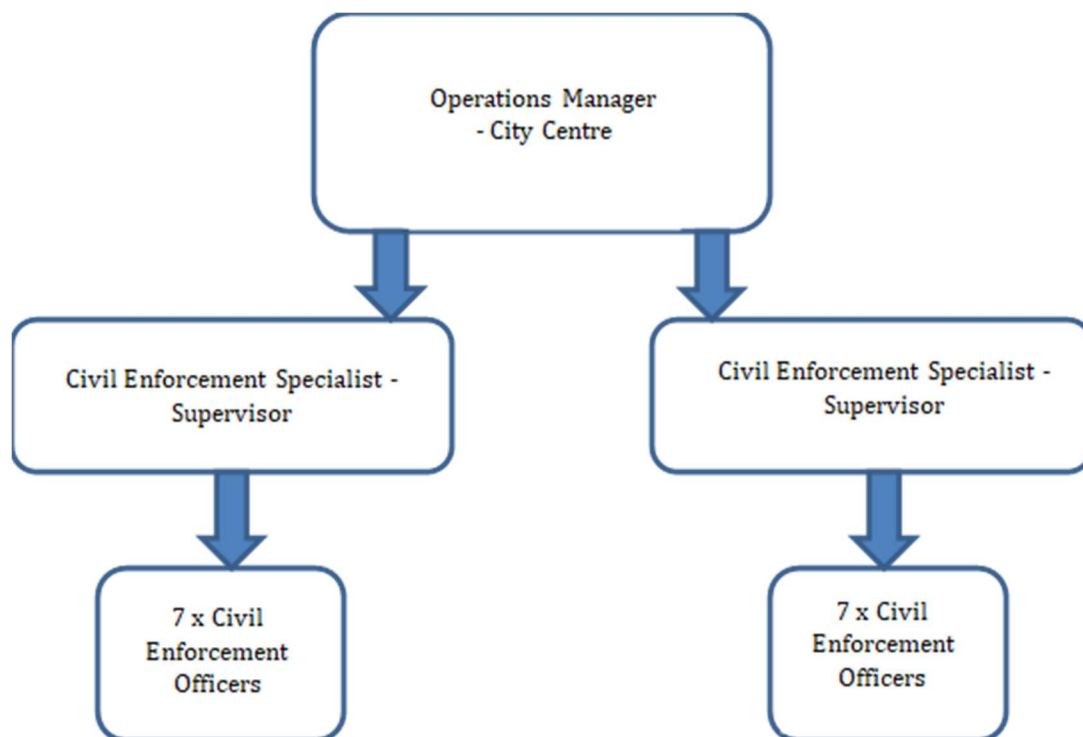


Job Description

Department:	Place and Economy
Division/Section:	Safer Communities
Job Title:	Civil Enforcement Officer
Post No:	
Grade:	7
Reports to Post No / Title:	Civil Enforcement Specialist - Supervisor
Organisation Chart:	<i>Civil Enforcement Officers form part of the Safer Communities Team within the Place and Economy directorate. Supervision is provided by a Civil Enforcement Specialist - Supervisor</i>



DBS Check applicable?	Basic <input type="checkbox"/> Standard <input checked="" type="checkbox"/> Enhanced <input type="checkbox"/> None <input type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Line Management responsibility for:	No. of direct reports: 0 No. of indirect reports: 0

Size of budget:	None
------------------------	-------------

Job Purpose	<p>To provide an efficient and effective service of parking enforcement in a fair, accurate, and consistent manner within Peterborough City Council Unitary authority area, by enforcing the provisions of the Traffic Management Act 2004, (TMA 2004) in order to minimise illegal parking through the issue of Penalty Charge Notices (PCNs) where appropriate.</p> <p>To include but not be limited to waiting and loading restrictions throughout Peterborough City Council in both on street and off street (Car Parks) locations, in accordance with the Council's own determined procedures.</p> <p>To offer assistance to the public and support community problem solving involving parking matters.</p> <p>Work with other PCC departments to assist in reducing crime and promote the City.</p>		
Description prepared by:	Adam Payton	Date:	01/02/20
Description agreed by postholder:		Date:	
Authorised by Director:	Rob Hill	Date:	01/02/20

Main Duties and Responsibilities:

1. To be aware of your responsibilities in terms of Health and safety, including identifying at Performance Development Review (PDR), any appropriate health and safety training.
2. Maintain customer-friendly relations with the public and to act as a first point of contact assisting with any problems they may experience when parking within the Peterborough City Council area.
3. To work to a varied shift pattern which will include evenings and weekends across the core hours of 8am-8pm based on a shift rotation.
4. To patrol as rostered, either on foot, riding a bicycle or driving a council owned vehicle, on and off street permitted parking places and streets subject to parking restrictions in accordance with the TMA 2004, and relevant Traffic Regulation Orders (TRO).
5. To use a handheld mobile device to log all enforcement activity and information during a patrol. To issue Penalty Charge Notices (PCNs) to contravening vehicles, via a Handheld mobile device, or by the issue of a hand written Penalty Charge Notice were applicable.
6. To ensure that, prior to issuing a PCN, no apparent defects to machinery, signage, or markings are visible ensuring that PCNs are not in consequence invalidated.
7. To report untaxed or suspected abandoned vehicles to the appropriate authority.
8. To identify repeat offenders in accordance with predefined rules and frequency, and if necessary call upon the councils removal agent to have offending vehicles lifted.
9. To report, using agreed procedures, any defects or damage within the Peterborough City Council area in respect of signs and plates, lines, ticket issuing or other parking related equipment or other general shortcomings.

10. To ensure photographic evidence and pocket book records and/or mobile device notes are taken. To maintain a pocket log and record evidence relating to illegal parking activity and to make written reports for and participate in adjudication hearings if required.
11. To use a Body Cam and be fully conversant with its purpose in personal safety.
12. Providing a witness statement for consideration by The Traffic Penalty Tribunal, when deciding on a written appeal from a motorist.
13. To be conversant with all aspects of current and any future parking regulations in order to identify infringements and contraventions and undertake enforcement activities in accordance with Council guidelines and procedures.
14. To ensure that all vehicles parked in PCC parking areas are holding a current valid parking ticket, season ticket or permit for the period of time the vehicle is parked.
15. To be responsible for the proper use and safekeeping of hand-held computers and other equipment issued in accordance with Personal Protective Equipment (PPE) regulations, e.g. Mobile Telephones, 2-way radios, digital cameras, Body Cam equipment etc.
16. To be alert to any occurrence of a suspicious nature, at all times, when on patrol and for reporting such occurrences to a manager, the central radio control room or the local police using an appropriate method of communication.
17. To review and process contraventions captured via mobile or static CCTV enforcement cameras via a computer review suite.
18. To work with and support other regulatory staff and external partners in multi-agency enforcement initiatives.
19. To assist customers in PCC barrier-controlled car parks by reviewing ANPR capture to rectify misreads, communication with them via intercom system and operate barriers remotely/manually. Provide checks of equipment within the car park and report or rectify any defects.
20. Any other duty which may be considered to come within the scope of the post allocated by the Head of Service or Service Director from time to time.

Flexibility Clause:	Other duties and responsibilities expressed and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
Variation Clause:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible Peterborough City Council reserves the right to make changes to your job description following consultation.</p>