

Department of Estates & Facilities Management

Job Title: Traffic Officer

Job Ref: REQ231034

General Details	
Job Title:	Traffic Officer
Professional Service:	Estates & Facilities Management
Location	Loughborough University
Tenure:	Open ended
Hours/FTE	37 hours per week – current position 0.5 FTE
Grade/Salary	Operational Services Grade 3 £21,254 - £23,144per annum.
Holiday	25 days inclusive of 8 bank holidays and 6 University closure days
Pension	Automatic enrolment into the Local Government Pension Scheme with an employer's contribution of 21%
Starting date:	TBC

Job Purpose
To work within the Parking Team within the department of Estates & Facilities Management; reporting to the Parking Manager. To be responsible for parking enforcement in accordance with the universities policies and relevant legislation. To report maintenance issues within the university's car parks and on roadways on campus.

Management & Supervision	
Reporting to:	Parking Manager

Responsibilities
<p>Main Duties</p> <ul style="list-style-type: none"> • Patrolling and monitoring of university owned and managed car parks/roadways. • Monitor vehicle parking in order to identify vehicles that are in contravention of parking regulations and where necessary to issue penalty charge notices using manual or computerised systems accurately and efficiently in accordance with the relevant legislation. • To highlight areas of concern, working with the Parking Manager to strategically manage these. • To liaise with colleagues accordingly in the Parking Team on parking issues. • To ensure professionalism when assisting staff, campus partners, students and visitors with parking queries whilst monitoring parking on Loughborough University property. • Undertake equipment checks and to report car park and roadway maintenance issues on Loughborough university property. This includes car park/roadway markings, signage, potholes, barriers, bollards, and debris. • Identify and report any suspected abandoned vehicles, capturing photographic evidence where necessary. • To participate fully in the University Performance and Development Review process, engaging with training and development as agreed with the Parking Manager • This is an active role where the individual will be required to work outdoors, spending the majority of the day on foot. • To ensure compliance with relevant University policies and procedures. • To carry out additional duties as requested by the Parking Manager

Professional Development

Loughborough University supports the professional development of colleagues and encourages continuous professional development to ensure professional skills and knowledge are maintained.

Conditions of Service

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, where operational needs allow, of flexible working arrangements.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others, and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Organisational Responsibility

The role holder will report directly to the Parking Manager

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria		
Area	Criteria	Stage
Experience	Experience of working to specific policies and/or legislation.	1,3
	Experience of dealing with people in a variety of complex and difficult situations.	1,3
	Experience of working individually and as part of a team.	1,3
Skills and abilities	Competent in Microsoft Office, and to be prepared to operate similar bespoke IT systems.	1,3
	Excellent verbal and written communication and interpersonal skills	1,3
	Demonstrate the ability to problem solve	1,3
	Ability to prioritise a demanding workload.	1,3
	Ability to understand and apply regulatory information	1,3
	Highly organised with excellent time management skills	1,3
	Positive attitude to change and willing to adopt new procedures	1,3
Training	Able to demonstrate an ongoing commitment to training and personal development.	1
	A willingness to undertake further training and development as necessary, and to adopt new procedures as and when required	1
Qualifications	Minimum GSCE Grade C English and Maths or equivalent	1,3
Other	A commitment to equality and diversity with the ability to role model, adhere to and advocate the University's Equality and Diversity policy	1,3

Desirable Criteria		
Area	Criteria	Stage
Experience	Experience within the traffic or related industry which has been gained through progressively demanding and influential work areas.	1,3
	Experience of working in a Higher Education setting.	1,3
Skills and Abilities	Skills using specific Loughborough specific systems and procedures	1,3
Other	Understanding and experience of adhering to GDPR legislation	1,3

Informal Enquiries

