**Parking Operations Officer**

Location: Regis Road Vehicle Pound - Kentish Town/ 5 Pancras Square

Salary: £31,836 - £36,931

Contract Type: Permanent, Full time, 36 hours per week x3

Alternative flexible working options available/open to discussion

Click [**HERE**](http://camdocs.camden.gov.uk/HPRMWebDrawer/Record/6878930/file/document?inline) for information on Camden’s flexible working options

**In the UK, there are approximately 82,000 people working in the parking industry, could you be 82,001?**

**The role**

This is a fantastic opportunity for the right-minded people to join our dynamic team to support contract management for the various contracts used by Parking Operations to manage parking and traffic restrictions within the borough. You will work closely with contractors in developing an efficient and intelligence led parking operation while maintaining productive, supportive and good working relationships with all stakeholders. You will be required to work flexibly and compliantly within a highly regulated environment.

Although the role is office based, there are occasions where you will be required to work on street. This involves aspects of contract monitoring, conducting site visits and meeting with key stakeholders. Candidates need to be resilient and be able to deal with all situations in a polite, controlled professional manner.

**About you**

To be successful in the role, you will need to be customer focused and demonstrate your understanding of relevant parking policy and legislation. You will have good knowledge of IT systems and software including Microsoft Excel and GIS as well as contract monitoring techniques.

The ability to present information, effectively communicate with a wide range of stakeholders and make accurate considered decisions without close supervision are crucial to the role. You will be able to use your own initiative, plan and prioritise conflicting demands, and meet delivery deadlines to agreed standards.

The successful candidate will also have experience of collating, analysing and manipulating data, monitoring performance contracts and setting up as well as maintaining methodical information systems, both electronic and manual.

**About Camden**

Camden’s main offices are located in modern, award-winning offices at King’s Cross. You can expect an exceptional range of benefits including discounted access to the onsite leisure facilities with swimming pool, recognition and reward for high performance with progression and pay increases, flexible and agile working hours and access to a leading pension scheme.

Camden is proud to be the country’s first Timewise council and as part of this accreditation, we work to help parents balance work with childcare. This fits in with our aim to be leaders in innovative, flexible and part-time working that allows for different patterns of care and for parents to share childcare responsibilities.

Click [HERE](https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1) to see the full details of our excellent benefits

Make it work for you. Make it your Camden.

**Discover and Diversity**
To “discover” more about Camden and our commitment towards diversity, equality and safeguarding, please visit our [recruitment website](https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page2)

**How to apply**

To apply for this job please follow the "Apply" link. In the ‘Why you?’ section of the application form you will be expected to explain how you meet the key requirements for this role listed in this advert. When explaining how you meet each of the requirements, please give examples that clearly demonstrate your skills, knowledge and experience. When writing your examples give a brief description of the situation or task but focus on the actions you took and the result of your actions.

Camden is committed to making our recruitment practices barrier-free and as inclusive as possible for everyone. This includes making adjustments or changes for people who have a disability or long-term health condition. If you would like us to do anything differently during the recruitment process, or provide any information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk, or post to 5 Pancras Square, London N1C 4AG.

Closing dates for applications: Sunday 4th February 2018

Interviews to be held: w/c Monday 12th February 2018

Please quote reference: 18000004

To view the Job Profile please click [ATTACH JP]

Camden welcomes new employees on a monthly basis; next available dates for induction are:

**19th February 2018**

**March – [To be confirmed]**

**16th April 2018**