

Job Description



My Position

Position:	Parking Warden
Section:	Regulatory
Group:	Environmental Services
Responsible to:	Team Leader – Community Compliance
Job Purpose:	<ul style="list-style-type: none">To provide a competent and timely enforcement service relating to key regulatory work programmes including Freedom Camping, Abandoned Vehicles, Parking Control and other statutory functions pursuant to national legislation and local bylaws within the boundaries of Tasman District in a high quality and efficient manner.

Our Council

Our District Vision:	Thriving resilient Tasman <i>Kia manawaroa te tai o Aorere</i>
Our Purpose:	Delivering Public Value <i>Kia whai hua mā te marea</i>

Our Values

We support our Vision and Purpose through living our values.

Auahatanga – Innovation. *I orea te tuatara, ka patu ki waho. A problem solved by continuing to find solutions.*

- We love ideas, big or small
- We delivery differently
- We learn and grow
- We give it a go
- We are brave and challenge the status quo

Kawenga – Responsibility. *Kia ū ki te pai. Stay resolute to that which is good.*

- We honour our commitments
- We act professionally with integrity
- We are honest and open
- We bring the right attitude to work
- Safety and wellbeing come first

Manaakitanga – Caring/ Sharing. *Te tohu o te rangatira, he manaaki. The sign of a leader is how they support, protect and respect others.*

- Helpfulness and respect guide us
- Our mana encourages and lifts others up
- Care and empathy are a priority
- We are always welcoming
- We free share knowledge

Whanaungatanga – Relationships. *He aroha whakatō, he aroha puta mai. If kindness is given then kindness shall be received.*

- We connect, listen and involve
- We believe in collective success
- Our stories create shared meaning
- We embrace diversity
- We are kind and nurturing

My Group

Role of the Environmental Services Group

The Environmental Services Group are the Tasman region's front-line providers of environmental information, science expertise, and natural infrastructure management. We provide respected specialist expertise across a range of land, water and ecological disciplines, and serve as the region's natural hazards advisor during times of emergency. Our dedicated teams also carry out extensive environmental control and protection work across the region, including biosecurity, catchment enhancement, coastal erosion, and river management works.

The Group also looks after most of the Council's regulatory functions which facilitate the development and use of land, water, and coastal resources, and which regulate activities in order to protect and improve public health and safety and the environment, and to minimise nuisance and harm to people and places. The functions undertaken include building control, resource consenting and compliance, environmental health (including food safety), alcohol licensing, animal control, parking control, biosecurity and maritime safety.

We achieve this by demonstrating the principles of Te Tiriti, investing wisely in business process improvement, data management, people, tools, and science, and by respecting, supporting and enabling those that rely on our work. Our information systems and specialist advice provide a wealth of environmental understanding, enabling our Council and communities to make empowered decisions.

My Key Result Areas

My Priorities

What am I supposed to do?	How well am I supposed to do it?
<p>Parking Control</p> <ul style="list-style-type: none"> • Provide competent, professional and timely regulatory and enforcement services relating to parking control including issuing infringement notices for the following stationary or moving vehicle offences: <ul style="list-style-type: none"> • Breaching the parking regulations and bylaws e.g. illegal parking • Driving in a transit or bus lane during hours of operation • Traffic safety related issues • Evidence of vehicle inspection offences (WOF & COF) e.g. <ul style="list-style-type: none"> ○ evidence of vehicle inspection (WOF) is not displayed ○ expired vehicle registration ○ unlicensed motor vehicle on the road ○ worn or damaged tyres ○ unauthorised license plates ○ vehicle does not meet the legal on road requirements. • Related associated administration tasks are completed in an efficient and timely manner. 	<p>Parking Control</p> <ul style="list-style-type: none"> • Appropriate decisions and actions are made within the job holder's area of competence and delegated authority. • Services requests are dealt with promptly or forwarded onto the Team Leader as appropriate to the circumstances. • Accurate information collection and is evident. • Professional, constructive and courteous manner when communicating with members of the public and Council staff. • Parking infringement notices are issued in accordance with legislation and processed appropriately. • Assigned administration tasks are accurate and up to date.
<p>Administration</p> <ul style="list-style-type: none"> • Maintain accurate and up to date regulatory control records in associated systems and databases. • Prepare timely and accurate reporting on regulatory and animal control activities as required. • Contribute to the development and ongoing improvement of compliance and enforcement policy and process. • Enforcement support relating to key regulatory work programmes within the Regulatory section. 	<p>Administration</p> <ul style="list-style-type: none"> • Accurate and up to date records are evident and available to key users. • Timely and accurate reporting is evident. • Contributions to process and policy improvement is evident. • Support is provided during peaks in enforcement activity.

My Contribution

Accountability

- I take responsibility for my performance, decisions and actions and how these impact on others.
- I take ownership of my wellbeing and health and safety responsibilities and seek support if I need it.
- I take responsibility for ensuring the digital information, data and records created from carrying out my role are properly stored, maintained and retrievable.
- I fulfil other assigned responsibilities, tasks and project work in a professional and timely manner.

Customer Focus

- I focus on the needs of our customers and provide all of them with outstanding service.
- I treat all people with respect, and I deliver on the commitments I make.
- My actions are fair and build trust with my colleagues, customers and our community.

Relationship Building

- I build and maintain genuine relationships with my colleagues, customers and our community.
- I actively listen to others and am supportive, friendly and helpful.
- I respect all cultures and act in ways that make others feel included and valued.

Resilience & Adaptability

- I support new ways of working and am able to be flexible and calm when facing change or difficult situations.
- I am digitally confident and participate in opportunities to learn how to apply digital business technology and tools to my work.
- I am a willing contributor and participant in business process improvement solutions and other initiatives that enhance our service delivery.

Motivation & Drive

- I take responsibility for my own learning and development and welcome feedback to improve my performance.
- I effectively plan, manage and prioritise my work and deliver it on time.
- I choose to bring the right attitude to work and I role model behaviours and attitudes that align with the Council's Values.

Collaboration & Inclusion

- I actively contribute to the achievement of team goals and objectives.
- I collaborate effectively with others and support my colleagues to achieve the Council's strategic goals and objectives.

Civil Defence Emergency Management

- I provide assistance and support during civil defence / emergency management activities.
- I participate in civil defence and emergency management training.

Working within te ao Māori

- I have the appropriate level of knowledge and understanding of the principles and application of Te Tiriti o Waitangi for my role.
- I have the appropriate level of knowledge of Tikanga Māori (customs and practices) and Te Reo Māori (Māori language) for my role.
- I have the appropriate level of knowledge of Council's engagement protocols with the whānau, hapū and iwi of te Tauīhu for my role.
- I foster a culturally inclusive environment by actively engaging with and respecting Māori perspectives and practices in my work.

My Delegations

I have no staff or financial responsibilities. However, the Council may from time to time delegate to me specified powers and duties which I must exercise with due care and diligence.

My Competencies

My Qualifications and Experience:

- Secondary education to NZQA Level 2 or equivalent level of learning through experience.

- Minimum of two years previous experience in a regulatory or compliance or similarly focused role.
- Good digital literacy and competent with the Microsoft 365 suite.
- Understanding and working knowledge of Land Transport Act 1998 is desirable.
- Must have good level of physical fitness and capability to work outdoors in all weather conditions.

My Personal Attributes:

- An ability to remain calm under pressure, deal with difficult situations, use conflict resolution with de-escalation techniques and the ability to facilitate outcomes.
- Good written and oral communication skills with the ability to effectively communicate with staff, members of the public and stakeholders.
- Good problem solving, analytical skills with an eye for detail.
- Initiative and good judgement skills.
- Good organisational skills and an ability to plan and schedule your own work, and to work with limited supervision.
- An ability to relate to a wide range of people and a proven commitment to quality customer service.
- The ability to work as part of a team.
- The ability to make sound decisions in respect to personal safety.

My Agreement

My Name:

My Signature:

Date: