

Recruitment person specification

Position title	Transport Officer, Parking Controls
-----------------------	-------------------------------------

Our Behaviours

These apply to all posts

Respect

We're inclusive, we promote equality, we treat people with fairness, understanding and kindness and we consider others in our decisions and actions.

Integrity

We're open and honest, we take responsibility, we build trust and we pull together to do what's right for our residents, colleagues and city.

Flexibility

We're open minded, we keep it simple, we adapt to provide great service and find better ways of doing things. We embrace opportunities for shared working and learning.

Role requirements

Experience requirements

1. Experience of successfully working in a matrix management system working to ensure the effective achievement of service outcomes. [Essential]
2. Experience of managing and supporting relevant or equivalent services within an organisation of comparable scope, size and complexity within the public or private sector. [Essential]
3. Experience of operating within current transport legislation, regulations and designation orders, with particular regard to the Road Traffic Regulation Act 1984, The Roads (Scotland) Act 1984, the Road (Traffic) Act 1991 and the Transport (Scotland) Act 2019. [Essential]

4. Experience of budget monitoring and providing regular financial expenditure and income forecasts in a volatile financial environment within a public-sector organisation of comparable scope, size and complexity. [Essential]
5. Experience of delivering demonstrably customer-focused services tailored to meet known needs of local communities. [Essential]
6. Experience of successfully managing and dealing with difficult customer interactions and complaints in a political environment within a public-sector organisation of comparable scope, size and complexity. [Desirable]
7. Experience of successfully managing projects and the transformation and introduction of services in a political environment within an organisation of comparable scope, size and complexity within the public sector. [Desirable]
8. Experience of writing briefing notes and formal committee reports in a political environment within a public-sector organisation of comparable scope, size and complexity. [Desirable]
9. Experience of identifying and developing savings opportunities and for developing mechanisms and measures to track the delivery of savings. [Desirable]

Knowledge, skills and understanding requirements

1. Successful partnership working and networking with key stakeholders, e.g. citizens, voluntary sector, business communities, government and public agencies. [Essential]
2. Developing and driving both long- and short-term strategies and policies to deliver sustainable and successful outcomes. [Essential]
3. Knowledge of major legislative and other issues facing local government with a particular focus on achieving effective delivery of services at a time of significant change and financial challenges. [Essential]
4. Business and commercial acumen to support operational delivery of professional services, including ability to interpret and understand complex technical, financial and budgetary information. [Essential]
5. Knowledge and experience of working with Traffic Regulation Orders and the associated consultations, processes and procedures and Edinburgh Council's transport and parking policies. [Desirable]
6. Knowledge and experience of using computer aided drafting packages, geographical information systems and other software packages to prepare drawings and other promotional material. [Desirable]
7. Extracting, interpreting and analysing complex data sets from various sources to identify trends, issues and develop reports to illustrate outcomes and propose potential solutions based on the understanding gained. [Desirable]

Qualifications and training requirements

1. Educated to Degree Level in a relevant subject or equivalent experience. [Essential]
2. Competent user of Microsoft Office applications, including Outlook, Word, Excel and PowerPoint. Proficient in AutoCAD or similar software [Essential]
3. Knowledge and experience of operating within CDM regulations practices. [Desirable]

Job specific requirements

1. Demonstrable ability to organise and prioritise work in a flexible way, balancing competing priorities in accordance with statutory deadlines and/or organisational service standards in a fast-paced team environment. [Essential]
2. Ability to interpret, analyse and manipulate complex information and data in various formats to provide customer-focused service. [Essential]
3. Understanding of political sensitivity and the organisation's political environment [Desirable]