

Recruitment person specification

Position title	Inspector, Parking Controls
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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 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, New Roads and Street Works Act 1991, and the Transport (Scotland) Act 2019. [Essential]
2. Experience of delivering demonstrably customer-focused services tailored to meet known needs of local communities. [Essential]
3. 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]

Knowledge, skills and understanding requirements

1. Knowledge and experience of working with Traffic Regulation Orders (TRO) and the associated consultations, processes and procedures and Edinburgh Council's transport and parking policies. [Desirable]
2. Knowledge and experience of scoping, designing and implementing localised kerbside parking controls to meet the needs of local residents and stakeholders [Desirable]
3. Knowledge and experience of using computer aided drafting packages, geographical information systems (GIS) and other software packages to prepare drawings and other promotional material. [Desirable]
4. Extracting, interpreting and analysing complex data sets from various sources to identify trends, issues and assist both Transport Officers and the Senior Transport Team Leader to 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. [Essential]
3. Proficient in AutoCAD or similar software [Desirable]
4. Knowledge and experience of operating within CDM regulations practices. [Desirable]
5. Project management qualification [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]