

Your Position

Your job	Parking Officer Kaimātai Tūnga Waka
Your group	Policy, Planning & Regulatory Services
Your team	Parking & Bylaws
Your manager	Team Leader Parking & Bylaws, Marina Anae
Your base	Council premises in Porirua

What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

Our strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

How we work together:

- Whakakotahi - Team up
Mā te mahi tahi e puta ai he hua ki tō tātou hapori
Together we make a difference for our community
- Mahi Atamai - Work smart
Ka whakapātari i a tātou anō kia pai ake ai ngā hua
We challenge ourselves to do things better
- Whakatinanatia - Make it happen
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga
We use our energy to get things done

Your team's purpose

Policy, Planning & Regulatory Service's purpose is to:

- Develop, prepare and oversee policy, plans and strategies relating to social, economic, environmental, infrastructure, climate and regulatory services issues (including resource management, climate and District Planning policy);
- Lead the corporate planning processes including the Long-term Plan and Annual Plan; Deliver the regulatory functions and monitoring / enforcement services in relation to District Plan development control, building control, environmental control and animal control.
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Your purpose

The Parking Officer's role is to:

- Safeguard the community through the effective delivery and administration of parking enforcement activity and relevant road traffic provisions of:
 - The Land Transport Act 1998
 - Land Transport (Road User) Rule 2004
 - Land Transport (Offences & Penalties) Regulations 1999
 - Land Transport Traffic Control Devices Rule 2004
 - The Porirua City Council General Bylaw 1991
- Carry out the duties of a Parking Warden under The Land Transport Act 1998

Who you'll be working with

Your direct reports	<ul style="list-style-type: none">• None
External people and groups	<ul style="list-style-type: none">• General public• Government and public organisations and other local authorities• Community and industry groups• Contractors, consultants and suppliers
Internal people and groups	<ul style="list-style-type: none">• Executive Leadership Team, managers and staff at all levels of the organisation

Your responsibilities

What you'll do	How you'll do it
Operational Delivery	<ul style="list-style-type: none"> • Assist in the management and enforcement of the: <ul style="list-style-type: none"> ○ Porirua City Council General Bylaw 1991. ○ Local Government Act 1974. ○ Local Government Act 2002 • Ensure compliance with parking regulations in the Porirua CBD and suburbs • Accurately issue infringements to non-compliant vehicles • Use appropriate technology to take photos and collect additional information to support infringement notices • Film your interactions with the public as required • Interactions with customers may require you to explain parking regulations, provide directions, or visitor information about the city. At all times you will demonstrate excellent customer service, promote good public relations representing a good public image in terms of appearance and behaviour • Detect, investigate and initiate an appropriate Council response to non-compliance with the provisions of the Council's Bylaws relating to public places. • Call tow trucks to remove illegally parked vehicles or relocate vehicles for the purposes of road safety and or road maintenance • Service and clear parking meters/machines and report any faults to the Team Leader • Appear as a witness in the District Court, as required. • Prepare reports and other correspondence, maintain computer-based records and carry out such other clerical and/or customer related duties as required from time to time.
Relationship Management	<ul style="list-style-type: none"> • Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive
Corporate Responsibilities	<ul style="list-style-type: none"> • Build commitment of our vision, strategic directions, values and services • Willingly undertake any duty required within the context of the position • Manage own personal health and safety and takes appropriate action to deal with workplace hazards, accidents and incidents • Comply with all legislative requirements • Adhere to our Code of Conduct • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event

Your skills, experience and qualifications

It's essential that you have:	<ul style="list-style-type: none">• A proven ability to communicate effectively with members of the public and the ability to deal with various situations and resolve conflict• Personal resilience – able to keep calm under pressure, to sustain a high level of energy, motivation, and positivity• Good physical fitness to be able to meet the physical demands of the role• Confident and comfortable operating in a wide range of environments and situations and the ability to work productively independently• Good time management and organisation skills• A current and unrestricted New Zealand Drivers Licence• IT literate• Ability to work Saturday shifts and some after hours as rostered• Understanding and commitment to bicultural and Treaty of Waitangi issues• Commitment to equal employment opportunities• Commitment to health and safety in the workplace.
It'd be great if you also have:	<ul style="list-style-type: none">• Relevant tertiary qualifications, including a New Zealand Certificate in Regulatory Compliance (Core Knowledge) Level 3• An understanding of the requirements of relevant legislation• Passionate about Porirua and knowledge of the area• Previous experience in an enforcement position• Previous experience in similar role

Last updated March 2024



Porirua City Council supports an inclusive & welcoming environment & is a member of Diversity Works.