



Job Description

Post Title: Parking Manager

Service: Parking

Grade: SM3

Responsible To: Head of Finance, Procurement & Parking

Job Summary: To lead the Parking Team in carrying out all aspects of the Council's parking activities. To formulate and direct strategies relating to both on and off-street parking, traffic management and enforcement.

Main Activities:

1. To formulate strategies relating to parking in conjunction with other internal departments and to recommend the direction for future projects/improvements for the Council. This includes contribution to the Town Centre and Local Plan.
2. To coach, develop and motivate 33 staff and empower them to deliver high quality services and contribute to the achievement of the Council priorities.
3. To interpret and assess all government legislation relating to parking and traffic management issues and to ensure that all activities of the parking section are compliant.
4. To manage the team to ensure that agreed targets and objectives are achieved and that a high quality, cost effective and responsive service to customers and stakeholders is provided.
5. To set and manage the parking budget for income and expenditure and to identify further areas for income generation and cost saving.
6. To build and maintain effective relationships with partners e.g. the Police, Community Safety Unit, Kent County Council, business and residential groups and to represent the Council at parking and traffic management related forums.
7. To keep abreast of new products and services that support the parking industry. To lead and develop innovative and more efficient ways of delivering parking services within the Council.
8. To prepare and present reports for Cabinet, Joint Transportation Board and other committees in accordance with our democratic process and Constitution.
9. To be aware of and exercise personal and corporate responsibilities under the Health and Safety at Work Act and other related matters.

NB This job description is not intended to be an exhaustive list of all the tasks and responsibilities of the post. In line with Service needs, some tasks may need to change, and any changes will be made in consultation with the postholder.

