



Role Profile

Sustainable Transport & Parking Assistant

Reference No.	SS1240	Type	Individual
Service	Assets, Transportation & Environment – Roads & Transportation		
Job Family	Technical 4	Grade	FC4

Purpose

To provide administrative support to the Sustainable Transport and Parking team.

Manage systems to support the efficient operation of the team.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Assisting the Service Manager and Lead Consultants, in the performance of their duties.	Educated to SCQF level 6, which includes SVQ level 3, Highers or equivalent. Educated to SCQF level 7, which includes HNC in a relevant subject or Advanced Highers or equivalent Ability to provide a regular and effective service	✓ ✓	 ✓
Delivering a range of technical or administrative support within Sustainable Transport & Parking programmes and projects including gathering information and assisting with and responding to standard enquires/parking appeals as required.	Experience in Roads/Transportation or Community Safety or Engineering or related area of work Problem solving skills Team working skills	✓ ✓ ✓	

E = Essential Criteria D = Desirable Criteria

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	Knowledge of parking legislation & policies		✓
Assisting and monitoring Parking Attendant and temporary employee timesheets, overtime claims etc and ordering Personal Protective Equipment as required.	IT skills	✓	
Assisting and supporting projects.	Communication skills	✓	
Investigating and responding to enquiries, as required, from the public, Councillors and other Council Officers including Freedom of Information requests.	Ability to work under pressure and to tight deadlines	✓	
	Numeracy skills and attention to detail	✓	
Contribute to monitoring performance and budgets.	Experience of liaising with a range of customers internal and external to the Council, including Councillors, outside organisations and members of the public	✓	
Producing reports on income and expenditure.	Experience in performance and budget management		✓
Overseeing the contract for parking cash collection.			
Monitoring parking income data from both cash and pay by phone.			
Understanding of how Sustainable Transport & Parking fits in with the overall Council environment, economic and social strategies and policies.	Knowledge of policy and procedures within Fife Council	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.