

RECRUITMENT PACK

This document includes the following information:

- Job Description
 - Person Specification
 - Additional information
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Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (e.g. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- **We recommend that you take a copy of this recruitment pack to help with your preparation.**

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation [DisabledGo](#) who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206 876559) for help.

Closing Date: 4 November 2018

Interviews are planned for: 19 November 2018



JOB DESCRIPTION – Job ref REQ01950

Job Title and Grade:	Sustainability Administrator (Parking) Grade 4
Contract:	Permanent, Full-time
Hours:	36 hours per week
Salary:	£19,202 - £22,017 per annum
Department/Section:	Sustainability and Grounds Section
Responsible to:	Head of Sustainability and Grounds
Reports on a day to day basis to:	Transport Policy Manager
Purpose of job:	The post holder is responsible for the administration of the Parking Enforcement scheme at the University.

Duties of the Post:

The main duties of this post will include:

1. Administer the parking enforcement scheme for the University car parks to ensure compliance with the University rules and regulations on car parking with University grounds, including those for bicycles and motorcycles.
2. Provide administrative support to the Transport Policy Manager.
3. Respond to parking enquiries regarding facilities, offers and schemes.
4. Responsibility for review and issuing of parking notices via Automatic Number Plate Recognition.
5. Produce monthly reports for all aspects of car parking and car parking enforcement at the University.
6. Train the traffic officers on all aspects of the car park enforcement scheme.
7. Coordinate the update of all parking related information as required including website information, liaison with Communications and External Relations and all signs and notices, along with University changes to the rules and adhere to legislation.
8. Monitor ANPR system software and pay stations to ensure maximum operational effectiveness including organising repairs and maintenance of machines using the Traffic Officers for minor issues and via the maintenance contractor.
9. Adhere to the Accredited Codes of Practice and Membership requirements issued by the Accredited Trades Association for the Accredited Operator Scheme and issue parking notices where applicable.
10. Ensure that the Accredited Trades Association guidelines and General Data Protection Act is adhered to explicitly ensuring that records held are up to date
11. Manage parking notices and appeals as per University policy.



12. Liaise with the Estate Management Helpdesk with regard to vehicle registrations, changes of policy and implement policies and procedures as adopted by the University.
13. Assist in car park registration.
14. Any other duties as may be assigned from time to time by the Director of Estate Management or their nominee

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Terms of Appointment:

For a full description of the terms of appointment for this post please visit:

<https://www.essex.ac.uk/staff/employment-policies-procedures/my-contract>

October 2018

PERSON SPECIFICATION

JOB TITLE: Sustainability Administrator (Parking)

Qualifications /Training

	Essential	Desirable
▪ GCSE Grade C, or equivalent, in English and Mathematics and 3 other subjects	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A relevant qualification in Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Experience of working within a relevant role	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of administration within an office environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of dealing with challenging and emotional situations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Knowledge and understanding of data protection and confidentiality	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working within a Higher Education environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of working within a customer focused multi-cultural environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Strong organisational and administrative skills with a systematic approach to work	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent time management skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to act with discretion and maintain confidentiality	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent interpersonal skills, including an ability to establish good working relationships with a wide range of people	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Proven expertise in Microsoft Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A proven ability to work and maintain perspective under pressure, including implementing difficult and unpopular decisions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent communication skills, particularly the ability to write clearly and concisely	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to work with a minimum of supervision and as part of a team and to provide flexible support to colleagues	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The willingness to travel to other campuses at Southend and Loughton, as necessary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ An approachable manner, sensitive to complex and sometimes emotional issues	<input checked="" type="checkbox"/>	<input type="checkbox"/>

* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the



successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link
<https://www.gov.uk/government/organisations/uk-visas-and-immigration>

October 2018

ADDITIONAL INFORMATION

Estate Management Section

You can find more information about the department at the following link:

www1.essex.ac.uk/estates/transport/

People Supporting Strategy

Please find a link to the People Supporting Strategy.

<https://www.essex.ac.uk/-/media/documents/directories/human-resources/people-supporting-strategy.pdf>

General information

Informal enquiries may be made to Charlotte Humphries, Transport Policy Manager (telephone; 01206 874597 or e-mail: cahum@essex.ac.uk). However, all applications must be made online.

Pay and benefits

We advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The university salary structure includes automatic pay progression within the published grades, subject to service and performance. In addition to this, there are performance related annual pay review schemes in place.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development
- Family friendly policies
- On campus childcare facilities, for more information visit www.wivenhoeparkdaynursery.co.uk
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension and bicycle schemes)

This document is produced by:

Resourcing Team
Human Resources
University of Essex
Wivenhoe Park
Colchester CO4 3SQ
United Kingdom
Tel: +44 (0)1206 876559
Email: resourcing@essex.ac.uk

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