

## Your Position

<b>Your job</b>	<b>Senior Parking Officer</b>
<b>Your group</b>	Policy, Planning & Regulatory Services
<b>Your team</b>	Parking Services
<b>Your manager</b>	Team Leader Parking Services
<b>Your base</b>	Council premises within 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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- The Climate and Environmental Planning team's vision is to contribute to a resilient and inviting city that enables our communities to thrive.

## Your purpose

The Senior 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
- Abandoned vehicles under Section 356 of Local Government Act 1974

## Who you'll be working with

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

## Your responsibilities

What you'll do	How you'll do it
Operational Delivery	<ul style="list-style-type: none"> <li>• Assist in the management and enforcement of the:               <ul style="list-style-type: none"> <li>○ Porirua City Council General Bylaw 1991.</li> <li>○ Section 356 of Local Government Act 1974.</li> <li>○ Local Government Act 2002</li> <li>○ The Land Transport Act 1998</li> </ul> </li> <li>• Adhere to Health and Safety procedures</li> <li>• Ensure compliance with parking regulations in the Porirua CBD and suburbs</li> <li>• Accurately issue infringements to non-compliant vehicles</li> <li>• Use appropriate technology to take photos and collect additional information to support infringement notices</li> <li>• Interactions with customers may require you to explain parking regulations, provide directions, or provide 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</li> <li>• Arrange tow trucks to remove illegally parked vehicles or relocate vehicles for road safety and or road maintenance</li> <li>• Report any faults for parking meters or technology to the Team Leader</li> <li>• Appear as a witness in the District Court, as required.</li> <li>• 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.</li> <li>• Provide mentoring and training to other Parking Officers (new and existing)</li> <li>• Ensure scheduled on-road support and monitoring of team members</li> <li>• Provide day to day supervision and support in the field</li> <li>• Arrange, coordinate and participate in special projects, working groups or committees, as required</li> <li>• Provide back up for the Team Leader Parking Services, including supporting the parking infringement administrative processes</li> <li>• Conduct officer audits as required</li> <li>• Manage standard operating procedures for parking and processes and keep updated</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>• Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive, and constructive</li> <li>• Establish effective relationships with Māori and other stakeholders to ensure that the obligations under the Treaty of Waitangi are met</li> <li>• Represent the council and the Policy, Planning &amp; Regulatory Services Group at appropriate conferences, seminars, and other events</li> </ul>
Corporate Responsibilities	<ul style="list-style-type: none"> <li>• Build commitment to our vision, strategic directions, values, and services</li> <li>• Willingly undertake any duty required within the context of the position</li> <li>• Manages own personal health and safety and takes appropriate action to deal with workplace hazards, accidents, and incidents</li> <li>• Comply with all legislative requirements</li> </ul>

	<ul style="list-style-type: none"> <li>• Adhere to our Code of Conduct</li> <li>• Undertake civil defence and emergency management tasks as directed, including participation in pre-event training and rostered duties during an emergency event</li> </ul>
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## Your skills, experience and qualifications

It's essential that you have:	<ul style="list-style-type: none"> <li>• A sound knowledge and understanding of the requirements of relevant legislation, including The Land Transport Act 1998 and Local Government Act 1974</li> <li>• Experience in the delivery of monitoring, education and enforcement functions</li> <li>• Personal resilience – able to sustain a high level of energy and positivity during times when they, the organisation or the group, is under extreme pressure</li> <li>• Several years' experience in a relevant customer service role</li> <li>• Problem solving and decision-making skills, using professional judgement</li> <li>• A proven ability to communicate (verbal and written) effectively with members of the public and the ability to deal with various situations and resolve conflict</li> <li>• Good physical fitness to be able to meet the physical demands of the role</li> <li>• Confident and comfortable operating in a wide range of environments and situations and the ability to work productively independently</li> <li>• Good time management and organisation skills</li> <li>• Self-motivated and able to work independently</li> <li>• A current and unrestricted New Zealand Drivers Licence</li> <li>• Proficient in Microsoft Outlook, Excel and Word</li> <li>• Ability to work Saturday shifts and some after-hours as rostered</li> <li>• Must have previously held a warrant or be eligible to obtain one, subject to relevant background checks and approval processes.</li> <li>• Understanding and commitment to bicultural and Treaty of Waitangi issues</li> <li>• Commitment to equal employment opportunities</li> <li>• Commitment to health and safety in the workplace.</li> </ul>
It'd be great if you also have:	<ul style="list-style-type: none"> <li>• Relevant tertiary qualifications, including a New Zealand Certificate in Regulatory Compliance (Core Knowledge) Level 3</li> <li>• Experience in a local government or highly regulatory business environment preferred</li> <li>• Knowledge of transport-related policies and legislation, and/or parking enforcement, is desirable</li> <li>• Current First Aid Certificate</li> <li>• Passionate about Porirua and knowledge of the area</li> <li>• Previous experience in an enforcement position</li> <li>• Previous experience in a similar role</li> </ul>

Last updated July 2025



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