



Job Profile and Working for Stockport

Our Council

Join us at Stockport Council – MJ Local Authority of the Year 2025

Our employees are our **greatest asset**. We're proud of the way we provide vital frontline services every day and work together, as **one team**.

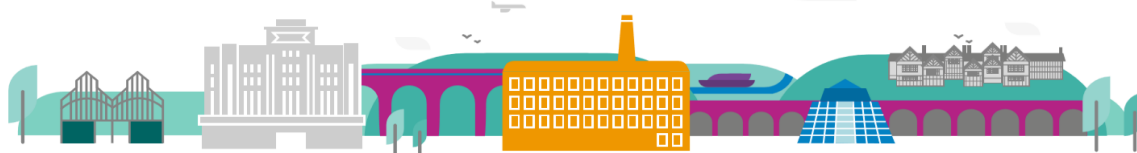
Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>





Ambitious Stockport, creating opportunities *for everyone*

About the Job

Role:	Assistant Parking Manager – Parking Enforcement and School Crossing Patrols
Service Area:	Thriving Neighbourhoods (Parking)
Directorate:	Services to Place
Salary Grade:	SO2

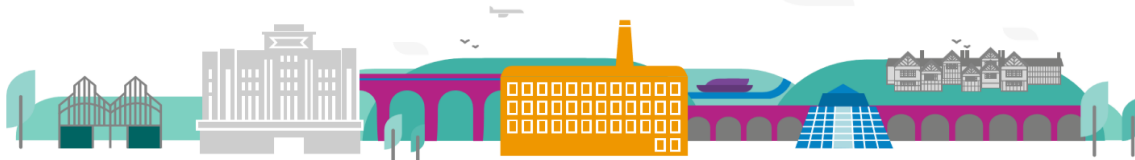
Main Purpose of the Job

To support the specialist Thriving Places Neighbourhood Manager by leading Civil Enforcement and School Crossing Patrol teams to help maintain road safety, support compliance with parking and traffic restrictions, and ensure the continued provision and improvement of school crossing patrols at approved locations.

The postholder will oversee the day-to-day delivery of parking enforcement and school crossing patrol activity. This will include assisting with the coordination of service activity, supporting officers within the team, monitoring information and performance data, liaising with contractors, and helping to ensure that work is completed in accordance with legislation, Council policies, local procedures and good professional practice.

Key Responsibilities

- To assist the specialist Thriving Places Neighborhood Manager in the planning, organisation and development of the parking enforcement operation and school crossing patrol service, in accordance with legislative and regulatory powers and duties, codes of practice, corporate policies, local systems, guidance and good professional practice
- Lead a team of Civil Enforcement Officers, School Crossing Patrols and associated supervisory team members
- Contribute to the achievement of the key priorities of the council through parking service delivery
- To provide operational and technical guidance and support to officers, particularly in complex parking matters and emerging areas of work or legislative change.
- Work with the specialist Thriving Places Neighborhood Manager to ensure there are robust systems in place for prioritising work and efficient use of resources within the team.
- Maintain and review policies, procedures and working practices relating to team activities, identifying any relevant risks, ensuring risk assessments are up to date and reflect changes in best practice.



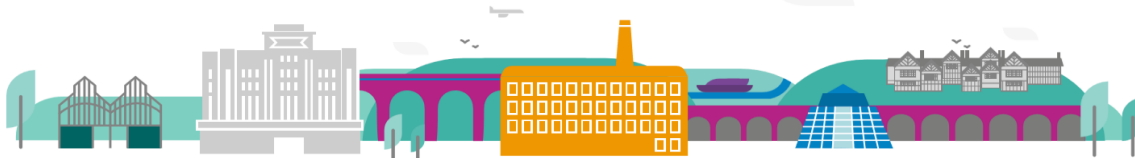
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- Ensure high quality line management support, supervision and appraisal for direct reports and relevant staff, including sickness absence and performance management including disciplinary matters
- To set and chair regular team meetings
- Attend meetings within the council and externally as required, representing the service in a professional manner.
- Develop officers in any new methods of work and procedures, having regard to best practice
- Respond to complaints about the service or officers, in line with council practices and procedures
- Use IT systems and operational data to monitor performance, identify trends and provide managers with evidence-based information to support decision-making and service improvement.
- Comply with all health, safety and welfare requirements and responsibilities within the role.
- Assist in the preparation of service plans and committee reports
- Liaise with colleagues and legal advisors, complying with legal proceedings as required.
- Undertake duties outside normal working hours where required by the nature of the service.
- Work flexibly in the interests of the service. This may include undertaking other duties, provided that these are appropriate to the employee's background, skills and abilities.
- Work positively and inclusively with colleagues, contractors, customers and partners so that the Council provides a workplace and service that does not discriminate on the grounds of age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation.
- Fulfil personal responsibilities in relation to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency procedures, evacuation, security and the promotion of the Council's priorities.

Additional Information

The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.



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About You

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

- Working to the Council's values and behaviours by:
 - Keeping the people of **Stockport** at the heart of what we do
 - Succeeding as a **team**, collaborating with colleagues and partners
 - Driving things forward with **ambition**, creativity and confidence
 - Showing value and **respect** to our colleagues, partners and customers.

The successful candidate will be able to demonstrate:

- Experience of working within a parking enforcement setting, particularly the leadership and oversight of those services
- Able to plan, organise and prioritise workloads to satisfy performance targets and meet deadlines
- Experience of dealing with people at different levels both within and external to the organisation
- Ability to exercise sound judgement and solve challenging problems, seeking advice as necessary
- An ability to be an effective, assertive and enthusiastic leader
- Ability to influence others, negotiate effectively and manage situations where there is disagreement or conflict.
- Organised with attention to detail
- Able to analyse and interpret complex information and data and to present information in a way that aids decision-making
- Excellent verbal and written communication skills with the ability to present information coherently and concisely
- Experience of parking data management and IT solutions
- Customer focused with an understanding of the needs of residents, visitors, businesses, schools and the wider organisation
- Hold a full driving licence