



## **Parking Investigations Officer**

**Salary:** Band 7 £31,067 - £35,235 per annum plus shift allowance of 7.5%

**Hours:** 37 Hours per week to include some late nights and occasional weekends.

**Contract:** Permanent

DBS Disclosure at basic level will be required prior to any offer of employment

### **The Service**

Providing services and improving outcomes in the following areas: parking, sustainable transport, transport, planning, traffic management and road safety, highways and coastal management and public transport, city centre management.

The Parking Criminal Enforcement Team Providing Investigative and Enforcement services, and when proportionate prosecution of offenders in aspects of parking related criminality.

### **The Role**

Reporting to the Parking Criminal Enforcement Supervisor the Parking Investigation Officer role is principally to:

- Investigate the fraudulent use of parking related documents, including PCC parking permits, pay and display parking and season tickets, disabled persons parking blue badges; and any other parking malpractices or detected criminality as directed.
- Investigate alleged false parking appeal representations received in connection with penalty charge notices and
- Investigation of Motor Traders or Individuals who expose vehicles for sale or conduct restricted works from the public highway.
- Support the team in criminal investigation and enforcement operations under contracted Joint Working Arrangements (JWA) across Hampshire.
- Conduct on street offender Interventions and engage with suspects, witnesses, and members of the public.

### **Duties and Responsibilities**

- Conduct overt and where required covert investigations of Individuals or businesses alleged to be engaged in parking related criminality
- Conduct formal recorded interviews under the Police and Criminal Evidence Act 1984. (PACE)
- To manage evidence under the Police and Criminal Evidence Act 1984, The Criminal Procedure Rules and the Criminal Procedure of Investigations Act 1996



- Conduct investigations and secure evidence under case relevant legislation including (but not limited to) The Fraud Act, Theft Act, the Road Traffic Regulation Act, the Traffic Management Act and other legislature as directed.
- Support the team in criminal investigation and enforcement operations and other Authority requested external Investigation and enforcement operations.
- Maintain officer pocket notebooks, complete formal section (9) witness statements, appear as witness for the prosecution in Magistrates or Crown Courts or before any adjudication service.
- Complete and submit offender criminal infringement reports, and consideration of enforcement documents to the Criminal Enforcement Supervisor for an appropriate enforcement decision or prosecution of offenders.
- Investigate and gather evidence to support the issue of fixed penalty notices (FPN), or secure conviction of offenders for alleged offences under environmental acts inclusive of Abandoned Vehicles, Restricted Sales and Restricted Works to Motor Vehicles and any future legislature coming into force.
- Attend criminal case conferences to discuss criminal Investigations and prosecutions with the Criminal Enforcement Supervisor, and Legal Services.
- Participate in on and off street annual events, late night, and weekend vehicle enforcement operations (outside of core hours).
- To assist when directed, supporting vehicle removal officers and with any vehicle removal contractor to seize and remove vehicles.
- Any other criminal enforcement duties of comparable nature to the post, that may be required by the introduction of statutory Instruments amending existing legislature.
- The post holder must have the ability to understand the needs of a multi-racial society and be prepared to implement the Council's Equal Opportunities Policy at a level appropriate to the job and must at all times carry out his/her responsibilities with due regard to the Council's Equal Opportunities Policy.

### **Who is the person?**

The post will ideally suit someone with previous experience of conducting Investigations or a similar enforcement background, with working knowledge Civil Parking Enforcement and Parking Management Systems.

Demonstrate a good understanding of the Police & Criminal Evidence Act 1984 (PACE), and skilled in conducting suspect interventions and Interviews.

Be able to disseminate incoming reports and complaints and identify actionable intelligence. Obtain and complete witness statements, write and prepare criminal infringement reports, and where required be willing to appear as prosecution witness in Magistrates or County Courts.



Have good interpersonal and communication skills ability to deal with difficult or challenging behaviour, have the ability remain confident and calm when conducting offender interventions and conduct dynamic risk assessments. The ability to converse at ease with customers and provide advice in accurate oral and written English is essential for the post.

Have excellent computer skills, Including the use of databases and Microsoft office suite. Experience of preparing detailed written reports and analyse the complexity of alleged criminality against relevant legislature.

Demonstrate flexibility as the post holder will be expected to work outside normal office hours as determined by the criminal investigation, or enforcement operation undertaken; inclusive of early mornings, late evening, weekends, and occasional overnight stays away when participating in external investigation or enforcement operations further afield.

Be fit and able to participate in on street enforcement Operations.

Have the ability to prioritise, self-manage workload, and meet statutory deadlines determined by the relevant legislations (Statute of limitations).

Hold a current driving licence as will be required to visit and conduct interviews, suspect interventions and enforcement across the 11 district and borough councils in Hampshire.

Be willing to undertake any training (internal or external) as deemed necessary.

Successful candidate will require a basic DBS disclosure check (arranged by PCC).

#### **Additional information:**

If you have any questions, or would like an informal discussion about the role, please call Steven Hewett on 07734062690

This role is eligible for a DBS check and the DBS have published a privacy notice to ensure individuals are fully informed of the use of their personal data; their rights and that Portsmouth City Council are meeting the necessary requirements when submitting DBS checks. It is important that you read and understand this privacy policy before any application is submitted to the DBS.

Visit the Gov website to read the full policy.

#### **General Data Protection Regulation (GDPR)**

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.



You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.