



Assistant Parking Investigations Officer

Salary: Band 6 £28,239 - £32,061 per annum plus shift allowance of 7.5%

Hours: 37 Hours per week

Contract: Permanent

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

The Directorate

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 **Senior Criminal Investigator** the Assistant Parking Investigation Officer role is principally to:

- Assist Investigators in the Investigation of 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.
- Conduct examination of parking management systems, spreadsheets and other administrative duties as directed.
- Conduct on-street enforcement and make enquiries as directed, engage with offenders, members of the public and business holders.

Duties and Responsibilities

- Working as directed conducting background investigation and administrative enquiries across the parking debt management systems and external hosted platforms.
- Triage incoming intelligence reports and input data into the Criminal Enforcement Team case management review system.
- Support the Criminal Enforcement team in on street criminal investigation and enforcement operations in Portsmouth, Hampshire, and other locations as required.
- Assist Investigation Officers with formal recorded interviews in accordance the Police and Criminal Evidence Act 1984 (PACE)

- Assist Investigators as directed in criminal investigations and secure evidence under case relevant legislation.
- 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.
- Participate in team meetings and present evidence and findings from background investigations for review.
- Participate and assist the Criminal Enforcement Team to deliver PCC annual events, late night and weekend on and off-street vehicle enforcement operations (outside of core hours).
- Assist when directed supporting Investigators & Vehicle Removal Officers with any vehicle removals.
- Any other duties of comparable nature which, that may be required by the post or the introduction of statutory Instruments amending existing legislature.
- Maintain evidence and criminal case files in accordance with the Police and Criminal Evidence Act 1984, The Criminal Procedure Rules and the Criminal Procedure of Investigations Act 1996, Data Protection and GDPR.
- 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 enforcement background and possesses good administrative and IT skills, working knowledge of Civil Parking Enforcement and Parking Management Systems.

Have excellent computer skills, including the use of databases and Microsoft office suite. Experience of data processing and preparing detailed written reports. Review and respond to incoming reports and complaints.

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 assessment.

Demonstrate flexibility as the post holder will be expected on occasion to work outside normal office hours assisting investigations and enforcement operations undertaken inclusive of early mornings, late evenings and weekends when participating in external investigation or enforcement operations further afield.

Be fit and able to participate in on street enforcement Operations, walking or working for up to 8 hours outside in all weathers.



The ability to converse at ease with customers and provide advice in accurate oral and written response - English is essential for the post.

Hold a current driving licence as will be required to visit and assist Investigation Officers to conduct enforcement, interviews and suspect interventions in Portsmouth and across 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.