

**PARISH OF ST BRELADE
JOB DESCRIPTION**

JOB TITLE: Parking Control Officer

SECTION: Administration Office

REPORTS TO: Parish Secretary

HOURS: 20 Contracted Hours + additional as agreed

Job Purpose

To monitor car parks and roads in the parish, ensuring vehicles are parked in a correct manner, in accordance with the Road Traffic (Jersey) Law 1956 for on street parking and the Public Places (Jersey) Order 2001 for parking within public car parks.

To administer appropriate penalties in an impartial and fair manner to vehicles parked in contravention of the law.

To direct traffic, when required, maintaining a safe and smooth flow of traffic in and around the parish.

Key Accountabilities

1. Deploy traffic signs and cones and direct traffic around the parish, in the event of an accident or for specific events, to assist in the movement of traffic, ensuring the safe and smooth flow of vehicles.
2. Patrol areas in the parish, as directed, to ensure vehicles are parked in a correct manner. Where possible, prevent infractions of the parking laws by administering advice to the public regarding the lawful parking of vehicles.
3. Where unable to prevent an offence, enforce the law in an accurate, fair and impartial manner. Issue fines and excess charges, as appropriate, to vehicles in contravention of the Road Traffic (Jersey) 1956 and other relevant Laws or Orders. In the event of a dispute regarding a penalty notice, supply any supporting information as required.
4. Identify, record and report to the Honorary Police abandoned and borrowed vehicles, vehicles not displaying insurance discs, vehicles causing an obstruction, fraudulent use of paycards and other unusual circumstances regarding vehicles, on or off street, which may require further action. In liaison with the Honorary Police, arrange the removal of vehicles in accordance with the law.
5. Provide advice to and answer queries from members of the general public in a firm, tactful and polite manner with regard to parking control matters in order to ensure good public

Parking Control Officer
October 2025

relations and promote the image of the Parking Control Officer. Ensure a smart appearance at all times.

6. Perform a range of administrative duties in the administration office when required.

Knowledge and Experience

The postholder is required to use an objective, common sense and consistent approach to their work and in making regular unsupervised decisions and judgement regarding charges. The ability to communicate effectively and remain polite and calm, in often tense situations, is essential. As the post involves dealing with the public on a daily basis, good interpersonal skills are required and personal presentation is important.

The postholder needs to be able to acquire a good working knowledge of traffic laws and related orders, and be fair in their application. Information acquired during the course of the day may be sensitive so confidentiality and the ability to handle data in accordance with the Data Protection Law are important.

They should have proven written and administrative skills. A clean, current driving licence is essential.

A good level of health and fitness is required as the job involves a high degree of walking.

Local knowledge and familiarity with the parish, its roads and car parks would be advantageous.

Specific competencies and requirements for the role

- Able to demonstrate the ability to walk/patrol for at least 3 hours continuously in various weather conditions, including wet, cold and windy weather.
- Must be able to lift, unaided, awkward objects (e.g. cones/signs) to a weight of 15kg.

Job Context

Parish Hall Administration

The Parish Hall Administration staff provide a wide range of services to the parishioners of St Brelade. The majority of the work relates to legislative requirements such as issuing driving licences, dog licences and other permits, processing parish rates and updating the Electoral Register. In addition, the parish runs a number of events including Parish Assemblies and Public Elections as well as various social activities such as fun days, lunches and fairs. Members of staff therefore need to be able to offer a degree of flexibility in their working hours to accommodate these occasions. The Parish Hall also provides a reception service to parishioners and visitors, offering advice and guidance on all aspects of parish and island life. The Caretaker takes responsibility for day to day care of the Parish Hall buildings and equipment and makes sure facilities are open and welcoming to visitors whilst the Parking Control Officer monitors the car

parks and roads in the parish ensuring compliance with a range of road traffic and parking legislation

Municipal

The Roads Team of the Municipal Section are responsible for approximately 65 hanging baskets and 40 planters around St Aubin's Village and Les Quennevais. In addition, they have care of the parish by-roads, numerous footpaths, estate gardens, lawns and plant borders around the parish. The team consists of Road Sweepers, Gardener and the Parish Foreman; they form an integral part of maintaining the visual infrastructure of the parish from carry out tasks such as cleaning the roads and gullies, cutting hedges and trees and spreading salt in case of snow.

In addition to the Roads Team, the parish employs a part time Playpark Attendant who opens and closes the Elephant Park and makes sure it is kept in a safe and tidy condition for users.

Two Cemetery Attendants are responsible for grave digging and the maintenance of the cemetery to the highest standards, working closely with the Verger and church authorities. They also attend to the land around the rectory, the car parks and other areas around the Church and Church Hall. Other duties include supporting the Verger and Rector in a range of tasks that assist the smooth running of the church facilities.

Honorary Police Administration

Supporting the work of St Brelade's Honorary Police is the Honorary Police Administrator. The Administrator provides all the day to day support for parish policing and judicial processes.

Church Administration

St Brelade's Church is a key landmark in the island as well as being a vital centre for worshippers. The Verger provides a caretaking role for the Church, Fisherman's Chapel and other ancillary buildings on behalf of the Rector and church authorities, welcoming worshippers and visitors and assisting with the planning and preparation of the church for weekly services, weddings, baptisms and funerals.

Signed _____
Postholder

Date _____

Signed _____
Assistant Parish Secretary

Date _____

Signed _____
Parish Secretary

Date _____

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