

## Job Description

<b>Job Title</b>	Moving Traffic Operators
<b>Directorate</b>	Neighbourhoods & Housing
<b>Service Area</b>	Parking
<b>Grade</b>	4
<b>Competency Level</b>	1
<b>Salary</b>	£27,254 - £31,022
<b>Job Type</b>	Hybrid
<b>Location</b>	Cunard Building
<b>Disclosure and barring service (DBS)</b>	Not required
<b>Job Evaluation Ref No</b>	A10302

## Job Purpose

Moving Traffic Enforcement plays a key role in supporting Liverpool City Council's statutory duties under the Traffic Management Act 2004, including the enforcement powers granted through Part 6 for moving traffic contraventions. Effective enforcement contributes directly to improving road safety, reducing congestion, protecting vulnerable road users and ensuring the city's transport network operates efficiently.

## Directly Responsible For:

None

## Directly Responsible To:

Car Park & Customer Manager

## Main Areas of Responsibility:

- Take responsibility for reviewing moving traffic evidence and ensuring decisions are fair, consistent and in line with legislation, policy and service standards
- Contribute to maintaining an efficient and safe highway network by supporting effective enforcement activity and escalating any concerns that may impact road safety or service delivery
- Maintain accurate records and ensure that all information is managed securely, professionally and in accordance with organisational requirements
- Support continuous improvement by identifying patterns, sharing insight and contributing to service development discussions
- Work collaboratively with colleagues and partners to ensure a consistent, high-quality approach to moving traffic enforcement
- To be adaptable and accommodating to Liverpool City Council's flexible and evolving style of working, including office, remote and hybrid working arrangements
- To be aware of the Council's responsibilities under the Data Protection Act for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply
- To perform any other relevant duties that may be required from time to time which are commensurate with the grade, including those which are in the

interest and / or improvement of across parking services, or in response to the exigencies of the service

## **Supervision and Management Responsibility:**

No supervisory or line manager responsibilities

## **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.

## **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

## **Physical Demands of the Job:**

- You will be required to sit stationary and use a computer for sustained periods of time.

## **Corporate Responsibility:**

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement

- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **1**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- Willingness to undertake all mandatory training relevant to enforcement, evidence handling, data protection, Health & Safety and service delivery (A/I)

### Desirable

- Training or accreditation relating to enforcement, compliance, investigation or information governance

## Experience

### Essential

- Experience working in an environment requiring high attention to detail, accuracy and consistent decision-making (A/I)
- Experience using IT systems to manage digital records, evidence or casework (A/I)

### Desirable

- Experience within parking, traffic enforcement or another regulatory enforcement environment

- Experience reviewing video evidence or assessing information for compliance-related decision making

## Skills/Abilities

### Essential

- Ability to interpret evidence accurately and apply legislation and policy consistently (A/T/I)
- Strong written and verbal communication skills (A/I)
- Confident use of Microsoft 365 and other digital systems (A/T/I)
- Strong organisational and time-management abilities (A/I)

### Desirable

- Ability to identify opportunities to improve processes or working practices

## Commitment

### Essential

- Demonstrates a clear understanding of Liverpool City Council's Vision, Values and organisational Pillars, and consistently apply these when carrying out enforcement duties, making decisions and working with colleagues (I)
- Show commitment to accuracy, fairness and integrity in all aspects of enforcement activity, ensuring work is completed to a high professional standard (I)
- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council (I)

## Desirable

- Demonstrates a personal commitment to supporting a positive working environment by collaborating with colleagues, contributing to continuous improvement and promoting the Council's values through day-to-day conduct

