



VACANCIES FOR HIGHWAYS ENFORCEMENT OFFICERS

Gibraltar Car Parks Limited (a wholly owned Government Company) invites applications from eligible persons for appointment as Highways Enforcement Officers to carry out the following functions:

- (1) Enforcement of parking laws and the administration, monitoring and enforcement of Government parking schemes;
- (2) Enforcement of legislation, schemes and procedures relating to the clamping and tow away of vehicles and the identification, removal and storage of derelict or abandoned vehicles;
- (3) General traffic warden functions and duties;
- (4) Staffing and generally assisting in the operation of car parks operated by the company, and car parks managed and administered by the company on behalf of the Government;
- (5) Assisting the RGP, when requested by them and required by Company management with traffic control duties;
- (6) Providing information, directions and assistance to motorists as required;
- (7) Patrolling and monitoring the public highway and public places and reporting to the appropriate authority, or as directed by company management on the following matters in relation thereto:
 - Deficiencies in road, pavement and steps surfaces;
 - Adverse condition, damage, defects and absences of or to street furniture, street lighting, handrails, balustrades and railings, plants and trees, traffic signs and road markings etc;
 - Potential sources of danger to members of the general public;
- (8) Monitoring of highway and public places in respect of litter control laws, depositing of things on the public highway and other urban environment matters;
- (9) Enforcement in respect of all the above, including issuing fixed penalty notices and reporting and summoning offenders and the administration and operation of fixed penalty notice procedures and processes including the record keeping and cash handling;

The appointment will require the successful applicants to also perform the following additional duties:

- ✓ Handle cash in accordance with applicable regulations
- ✓ Give evidence in court
- ✓ Use technology relating to both information and processes
- ✓ Submit to training
- ✓ Work in a team
- ✓ Deal with members of the public calmly, helpfully, courteously and fairly, but firmly when required
- ✓ Work rostered shifts, weekends and public holidays as and when required
- ✓ Wear a uniform, as part of a uniformed, disciplined body
- ✓ Work outdoors in all weathers
- ✓ Carry out any other appropriate or similar functions and duties

ELIGIBILITY

Applicants:

- (i) Must have a good standard of personal presentation, attitude, discipline and aptitude;
- (ii) Must be able to work under pressure and without supervision interacting with members of the public in an enforcement role;
- (iii) Must be well spoken and of a mature, calm, and self assured disposition;
- (iv) Should preferably be licensed and able to drive a motor car and a motor cycle;
- (v) Must be in possession of the following minimum academic/vocational qualifications:
 - (a) 5 GCSE passes at grades A,B or C, to include English language and Mathematics; or
 - (b) 5 GCE passes at "O" level grades A,B or C or 5 CSE grade 1 or 5 CEE grade 1,2 or 3, in each case to include English language and Mathematics; or
 - (c) A full GNVQ (Intermediate), BTEC (Intermediate) or BTEC (First Diploma), OCR National (Level II award) together with two GCSE passes at grades A, B or C, or two GCE passes at "O" level grade A,B or C, or two CSE grade 1, or 2 CEE grades 1,2 or 3, in each case in English language and Mathematics.

HOW TO APPLY

Applications with CVs and proof of qualifications should be sent to the Chief Executive Officer, Gibraltar Car Parks Limited, Unit 11, 45 North Mole Road and must reach him by noon on Friday 29th July 2011.

TERMS AND CONDITIONS

Employment, subject to undergoing a medical examination and being found fit for employment, will be on contract for a three year period (the first of which will be probationary) followed by permanent employment if retained thereafter which will depend on satisfactory performance. Annual salary: Starting at £20,325 rising on a five point scale to £24,345 p.a., subject to satisfactory performance, plus 12.5% shift disturbance allowance and weekend premium, when applicable. Other terms and conditions as per standard Government owned company terms.

FOR FURTHER INFORMATION

Contact:

Gibraltar Car Parks Ltd
Unit 11
45 North Mole Road
Tel: 200 49202
Email: admin@gibcarparks.com