

Post Specification

Date	03 March 2023
PG Number	7602
Post Title	Cash Collector – Parking services
Job Family	Operations
Job Family Role Profile	OP5
Final Grade	6

To be read in conjunction with the Job Family Role Profile.

Service Area Description	
The Parking Team (Service Delivery) work in partnership with the district to promote improved road safety by managing off street parking across the district.	
Purpose of this post	
To assist in providing an efficient cash collection service from car park pay and display machines. The Post holder will report to the Parking Team Leader.	
Key job specific accountabilities	
<ul style="list-style-type: none"> To accompany and assist the Car Park Collection Officer(s) when collecting cash from car park pay and display machines throughout the District. Ensure that each pay and display machine is adequately stocked with tickets. To transfer coin from collecting vehicles to the office where counting is undertaken. (This involves lifting and carrying bulky containers and bags) Assist with counting the coin collected and preparation for despatch to the bank through a security firm. Preparation of returns detailing audit ticket readings, cash due from each machine and reasons for any discrepancies. Reporting any machine faults or breakdowns to Parking Services. Comply with the relevant duties and responsibilities under the Health & Safety Work etc. Act 1974. All relevant Codes of Safe Working Practice, policies and other health and safety information relevant to (Services area of work etc.) The Health and Safety at Work Act stipulates that it is the responsibility of every employee to observe all rules governing health and safety and such safety equipment as provided must be used. All employees must have due regard to the Council's current Management Arrangements for Data Quality. All employees have a responsibility to ensure that the data they collect, manage and report, including data from third parties is accurate, valid, reliable, relevant, complete and produced in a timely fashion to aid sound decision making and that appropriate procedures, systems and processes are in place to provide quality data. Any other duties as may be reasonably requested by the Parking Team Leader. The above duties and responsibilities do not include or define all tasks that may be required by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the post. 	
Please note annual targets will be discussed during the appraisal process	
Key facts and figures of the post	
Budget Responsibilities	<ul style="list-style-type: none"> N/A

Staff Management Responsibilities	<ul style="list-style-type: none"> N/A
Other	<ul style="list-style-type: none"> N/A
Essential Criteria - Qualifications, knowledge, experience and expertise	
Education	
Have a good level of Education including C grade GCSE or equivalent in English and Mathematics	E
Or demonstrable experience based on current work-based competency	E
Experience	
Experience with handling cash	E
Skills and Attributes	
Must be physically able to cope with the requirements of the post	E
Have a knowledge of banking arrangements and use of Excel spreadsheets	E
Ability to operate coin counting machinery	D
Must hold a full UK driving license	E
Disclosure and Barring Service – DBS Checks	
<ul style="list-style-type: none"> This post does not require a DBS check. However, the post needs a fraud check. 	
Job working circumstances	
Emotional Demands	<ul style="list-style-type: none"> Members of the public
Physical Demands	<ul style="list-style-type: none"> Heavy lifting of cash boxes
Working Conditions	<ul style="list-style-type: none"> Work in all weathers outside while going round the districts car parks. Access to a vehicle only available at the Parking Office.
Other Factors	
<ul style="list-style-type: none"> Requirement to work weekends on a rota system 	