

Town of Claremont Information Pack



Position	Parking Officer
Salary	\$64,697.73 per annum plus 11% superannuation Rostered Day Off available

The Town of Claremont is a progressive local government that was established in 1898 for the picturesque riverside suburbs of Claremont and Swanbourne. It is a busy and forward focused local government with dedicated staff who are committed to making a difference at a local level.

The Town is looking for a full time parking officer to join our busy and growing Community Safety team. Key responsibilities and duties of the position include:

- Providing exceptional customer service at all times.
- Providing guidance to members of the community in relation to parking.
- Carrying out regular foot patrols.
- Operating a body worn camera.
- Issuing infringement notices and accurately maintaining records.
- Reporting defective parking signs, line marking, ticket machines, lighting, business signage and/or other matters that may impact public safety.
- Promptly report any incidents, hazards and risks.

The Town is ideally looking for a candidate with experience working as a parking officer or experience in a comparable role. Alternatively, the successful candidate will undergo on the job training to equip them to perform the role.

This role requires a physically fit individual who can patrol locations within the Town on foot through the entire day in all weather conditions. Shifts will be weekdays between 7.30am and 6.00pm.

The successful candidates core values must mirror the Town's values of respect, integrity, quality communication and excellent customer service. You will be exceptionally customer focussed and be experienced in working with people to resolve conflict. It is essential for this role that the officer be confident, have strong communication skills and the ability to maintain a calm demeanour. A full driver's licence, a clean driving record and police clearance are also required.

The Town offers great benefits such as additional superannuation contributions, free parking, an on-site gym, free access to the Aquatic Centre, and health and wellbeing programs.

The Town is an equal opportunity employer that values a diverse workplace. We encourage people of all ages, genders, culturally diverse backgrounds, and those with a disability to apply.

The Town will require you to provide a COVID certificate evidencing proof of vaccination where required for your position by State Government Directions or as per any Town Policy or Procedure.

Applications close Thursday 27 January 2022 at 5pm

All enquiries to Jill Sargeant (Human Resources Manager)

Previous candidates need not apply.

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Completing your application

In order to be considered for the vacant position you must be able to demonstrate your suitability for the position. Before preparing your application check the essential selection criteria outlined in the position description to make sure you are eligible to apply.

What your application must include

Cover letter

A covering letter should demonstrate your suitability for the position. Although you are not required to address the selection criteria, you must meet the criteria to be considered for the position. It also gives you the opportunity to introduce yourself to the selection panel and explain why you are applying for the position.

Curriculum Vitae / Resume

Your Curriculum Vitae (CV) / Resume should include your personal details, relevant work history, education, training, qualifications and professional memberships.

The names and contact details of at least two work related referees should be presented in your CV / Resume.

Lodging your application

Please ensure that the position title is clearly marked in the covering letter of your application. Applications must reach the Town of Claremont no later than 5.00pm on the closing date. The Town of Claremont prefers to receive applications via email at employment@claremont.wa.gov.au
Alternatively, applications may be mailed to:

Attention:
CONFIDENTIAL
Chief Executive Officer
Town of Claremont
PO Box 54, Claremont WA 6910

Please do not submit applications in plastic folders or include original documents.

Canvassing of Councillors will disqualify applicants.

The Town of Claremont is an Equal Employment Opportunity Employer and is committed to selecting the best applicant for each vacancy.

Thank you for your interest in working with the Town of Claremont.



Benefits of working at the **Town of Claremont**

Remuneration & Conditions

- Competitive salaries;
- generous superannuation contribution scheme;
- flexible work options;
- employee recognition program;
- attractive working location in the Claremont town centre;
- modern, accessible workspaces;
- accessible public transport and free car parking.



Health & Wellbeing Initiatives

- Free use of our Corporate Gym and Aquatic Centre;
- confidential employee assistance program;
- discounted private health membership;
- flu vaccinations;
- skin cancer checks;
- health and wellbeing seminars.



Training & Development

- Training courses;
- Opportunities to attend work-related conferences and seminars;
- Study assistance options including reimbursement of approved course fees (conditions apply);
- Opportunities to act in higher grade roles;
- Opportunities to participate in project teams and committees.

