

Job description

Infrastructure Officer

- Grade: Sc6
- Reports to: Infrastructure Team Leader
- Direct reports: None
- Your team: Infrastructure
- Service area: Parking Operations
- Directorate: Climate and Environment

Special requirements of the post

Workstyle: Frontline (Full presence, working in the borough full time)

Colleagues whose role is delivering frontline services to residents, visitors, businesses and/or other colleagues while present in the borough and activities cannot be done remotely.

This is a safety critical post and will be subject to the council's drug and alcohol policy

This post is subject to the council's declaration of interest procedure

This post requires a current driving license

Our mission

Islington is a place rich with diversity and culture. As a council our sense of purpose couldn't be clearer: we serve. It's in the logo. We are committed to challenging inequality in the borough and as one of the largest employers we know that to look after the place and the planet, we have to look after our people. **Together we can change the future.**

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out 'CARE', which is what we think public service is all about.

Overview of the role

The role will involve carrying out parking bay suspensions in the borough using signs and traffic cones where required. There will also be maintenance of parking infrastructure on street including parking signs, road markings and pay and display machines. The postholder will be required to drive a council fleet vehicle and possess a current driving license. They will be responsible for keeping the vehicle fully stocked and be competent in using IT to extract and record completed worksheets.

Key responsibilities

Please list each key responsibility of the role:

1. Repair, clean, install, and remove, street furniture and apply or maintain road markings associated with parking restrictions.
2. To carry out minor road markings and sign installation works e.g. attach small signs using stepladders and tools to signposts, lamp columns, etc., using PPE.
3. To carry out the suspension procedure for parking places in accordance with requirements using advance warning notices, and application of temporary road markings as required.
4. To adopt such safe working procedures and utilise PPE and equipment necessary and appropriate to ensure personal and public safety in the performance of the duties; to take such precautions as are necessary to prevent damage to equipment and personal property.
5. To drive a vehicle to undertake the daily duties and to accept responsibility for the use and condition of the vehicle in accordance with the Council's requirements including completing pre-use driver checks.
6. To assist the team to provide, maintain, monitor and improve the services provided by Parking Equipment in accordance with Council policy so that they: are accessible to all members of the community and gear resources to their needs. are of a high quality commensurate with available resources and represent value for money in meeting the Customer and Client expectations and requirements.
7. To assist in the analysis of service requirements and the development, review and monitor performance indicators by which the quality, efficiency and cost effectiveness of the work of the Service and Team is demonstrated.
8. To carry out the day-to-day administrative duties recording of information as required. Ensure that file/record/data systems are up to date. Be conversant with a wide range of computer filing systems, including index, sequential, chronological, numerical and address based systems.

9. To update computer systems as appropriate in relation to the work of the service, including coding, updating, inputting, processing, printing and word processing tasks as appropriate. To understand the practical implementation of computer-based systems such as MS Office suite.
10. To comply with the operating procedural requirements defined within the Quality Assurance system, maintaining, reviewing, developing and improving the Team's procedures, and monitoring performance output against indicators.
11. To use, promote, and develop IT systems to ensure that Service makes the best use of the technology that is available.
12. To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
- 13 Any additional duties consistent with the grade and level of responsibility of this position, for which the holder possesses the required experience and/or training.

Compliance

Ensure adherence to legal, regulatory, and policy requirements under GDPR, Health and Safety, Employee Code of Conduct and in your area of expertise by identifying opportunities and risks, and escalating issues as necessary.

Person specification

Your application form needs to demonstrate how you fulfil the role's requirements. It is essential to address the criteria, as this will be used to evaluate your suitability for the position.

Essential and desirable criteria

Essential: the basic requirements that must be met for someone to be considered for a particular job. These criteria are mandatory and cannot be negotiated. Essential criteria directly impact the core qualifications or skills necessary to perform the job effectively.

Desirable: the additional qualities, skills, or qualifications that would be advantageous for a candidate to possess but are not mandatory. Not meeting them does not automatically disqualify someone from consideration for the job. This also allows candidates who do not possess certain desirable criteria the opportunity to explain how their other knowledge, experience and skills relate to these and what they may be in the process of doing or willing to do to achieve these.

Knowledge, experience, and skills

Point	Criteria description	Essential/desirable
1	Proven experience in the use of hand and power tools for minor repairs and installations.	Essential
2	Proven experience in the use of computer systems.	Essential
3	Have the ability to identify traffic and parking restrictions as directed from Traffic Management Orders, and in the applying of temporary markings and the erection of signs as required.	Desirable
4	To have the ability to affix signs to lamp columns and posts, including the use of ladders.	Desirable
5	Proven ability to communicate effectively (both written and orally) and to present information and advice clearly and concisely.	Desirable
6	Ability to update and maintain management and administration systems, including IT Systems, necessary for the delivery of cost-effective, high-quality services	Desirable
7	Ability to prioritise and work effectively, under pressure and within tight schedules.	Desirable
8	The ability to work with other departmental and Council officers to promote and present a positive image for the team and its work.	Desirable
9	Ability to carry out duties in accordance with the Council's Health and Safety Policy.	Desirable

10 Ability to adhere to the Council's Dignity for All promoting equality and valuing diversity framework, and to provide services in accordance with the Council's commitment to quality services.

Desirable

Our accreditations



Our accreditations include Disability Confident Leader, The Mayor's Good Work Standard, London Living Wage Employer, Stonewall Diversity Champion, and Employer with Heart.