



Position Description

College/Division:	Facilities & Services Division
Faculty/School/Centre:	Corporate
Department/Unit:	Parking
Position Title:	Parking Manager
Classification:	ANU Officer Grade 8 (Administration)
Position No:	NEW
Responsible to:	Associate Director - Corporate
Number of positions that report to this role:	3
Delegation(s) Assigned:	D5, Individual Delegations PARKADMIN and T&SADMIN

PURPOSE STATEMENT

The mission of the Facilities and Services Division is to 'enable academic excellence at the ANU through integrated and innovative facilities and project delivery'. The four key portfolios within the Division are Infrastructure & Planning, and Operations. Sustainability and Corporate. The Parking Manager plays a leading role in the strategic planning and implementation of sustainable initiatives in relation to parking. Located in the Corporate portfolio within the Facilities and Services Division, the Parking Manager will be responsible for the management of parking administrative services, compliance with the Parking & Traffic Statute and other relevant legislation and parking availability and enforcement within car parks across the Acton campus. They will also facilitate integrating alternative transport methods (existing and emerging) and engagement with Transport Canberra in relation to transport routes.

KEY ACCOUNTABILITY AREAS

Position Dimension & Relationships:

The Parking Manager reports directly to the Associate Director, Corporate and is responsive to the Senior Management team of the Division. The parking Manager leads a parking administrative team and ensures the efficient and effective management of day-to-day operations. The Manager is expected to build and maintain strong professional working relationships by liaising with Divisional staff, the broader University, Government and community stakeholders, in particular those relating to staff and student parking requirements.

The Manager will provide strategic advice regarding parking processes to deliver outcomes that are compliant with university guidelines and effectively meet objectives and business requirements of the Division and the University. The Manager will facilitate the transition of a new parking system, be first point of contact for the new provider and ANU internal stakeholders and manage the Parking Management System Contract.

Role Statement:

Under the broad direction of the Associate Director, Corporate, the Parking Manager will:

1. Deliver a successful transition and integration of the parking management system and implement continuous improvement strategies to ensure effectiveness.
2. Provide sound governance and a risk management framework for the management of contracts related to parking entered into by the Division.
3. Provide strategic advice and management of all parking matters to ensure the delivery of outcomes in line with University objectives, Divisional objectives and broader University requirements.
4. Facilitate the drafting of, and ensure compliance with, the Parking & Traffic Statute and other relevant Legislation.

5. Provide recommendations to the delegate Director, Facilities and Services to make determinations in relation to applications for withdrawal of parking infringements.
6. Establish and maintain strong business relationships with suppliers and stakeholders such as Transport Canberra, working collaboratively and negotiating effective outcomes. Lead the provision of customer service excellence including effectively managing enquiries, issues, and risks in a prompt, consistent, and equitable manner. Ensure all communications (including the website) are timely, informative, accurate and compliant with relevant legislation.
7. Monitor budgets and expenditure and lead the reconciliation of transactional/financial discrepancies in a timely and efficient manner.
8. Provide effective training and supervision of professional staff to ensure performance is managed, set priorities and service standards, and undertake skill and career development to support operational requirements.
9. Comply with all ANU policies and procedures, and particularly those relating to work health and safety and equal opportunity.
10. Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling

SELECTION CRITERIA:

1. Progress towards relevant postgraduate qualifications with demonstrated relevant experience in an administrative management role in a complex environment or an equivalent combination of relevant experience and education/ training.
2. Demonstrated capacity to interpret, apply, and provide advice on relevant policies and legislation, including the ability to develop and implement policies, procedures and guidelines.
3. Demonstrated high level experience in procurement or contract administration and experience in contract management processes and techniques.
4. High level interpersonal skills (written and verbal) including the ability to communicate with confidence and liaise effectively with a range of stakeholders and participate collaboratively in multidisciplinary teams.
5. Demonstrated analytical, problem solving, and attention to details skills, with a proven ability in collecting and analyzing data and providing recommendations to senior management. Highly developed computer skills, including proficiency using the MS Office suite.
6. Demonstrated ability to supervise, develop, manage and motivate an administration/customer service team in a complex and changing environment, with a focus on continuous improvement. Experience in planning, prioritizing and organizing workloads to deliver high quality project outcomes and meet deadlines.
7. A demonstrated high-level understanding of equal opportunity principles and a commitment to the application of EO policies in a university context

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position.



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Pre-Employment Work Environment Report

Position Details

College/Div/Centre	Facilities & Services Division	Dept/School/Section	Parking
Position Title	Parking Manager	Classification	ANU Officer 8 (Administration)
Position No.		Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

<ul style="list-style-type: none"> • Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties. 					
TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
Organizing events	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>

OTHER POTENTIAL HAZARDS (please specify):

Supervisor/Delegate Name:

Date: