

Head of Driver and Vehicle Standards

Department: Growth, Housing and Environment

Division: Regulation

Reports to: Group Director of Regulation

JE Ref: GHE1054

Grade: CS14

JE Date: 20/04/2020

Job purpose

Leading and managing all aspects of driver and vehicle standards within the island, including motor vehicles, public service vehicles, driver, vehicle and road safety, testing, licensing and international standards, so as to ensure the effective regulation of the Island's transport sector for the safety and wellbeing of islanders.

Job specific outcomes

Lead and manage all aspects of Motor Traffic and Motor Vehicle legislation in the Island and act as the legal office holder for all decisions in this area to ensure the effective regulation of the Island's transport sector for the benefit of residents' wellbeing.

Lead and manage all aspects of driver registration and driving instruction in the Island to ensure all drivers meet legal safety standards to promote road safety.

Manage and direct all aspects of vehicle inspection in Jersey, including public service vehicle registration and licensing, to ensure the Island's vehicles are safe and the public are protected.

Responsible for ensuring that the Island remains internationally compliant with vehicle and driver standards and third party insurance initiatives, maintaining jurisdictional standards for licensing, regulation and insurance procedures, to ensure the Island continues to be internationally recognised, thereby allowing movement of drivers and vehicles between jurisdictions.

Manage the delivery of advice and coordination of road safety within the Island, including vehicle and crash investigations in liaison with the Government of Jersey Police to ensure pedestrians and other road users are protected and adverse harm resulting from road behaviour is minimised.

Be the Island Driver and Vehicle Standards lead expert, providing advice to the Minister in relation to all aspects of drivers and vehicles operating within Jersey, so that political decisions are made using best evidence and information to facilitate the development of Government strategic aims.

Lead on practical changes to relevant motor traffic and driving laws, rules and processes, identifying amendment requirements and giving law drafting instructions, to ensure that regulations remain fit for purpose and are aligned with best practice, allowing a thriving transport sector that safeguards public safety.

Manage the service response to major incidents and issues in relation to drivers and vehicles, promoting inter-agency working to ensure that public safety is maintained.

Coordinate improvements to Driver and Vehicle standards within the island, including oversight of the compliance and appeals processes, so that natural justice occurs within the regulatory system and operational standards and the Government's reputation is maintained.

Lead on the delivery of parking control management, including the issuing of parking permits, enforcement of car parking schemes and parking restrictions, services for payment of parking fines and vehicle removal notices, to reduce the number of illegally-parked vehicles, thus reducing traffic congestion and improving road safety and accessibility for all road users.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Services (TIER 1,2 and 3 jobs only – DELETE if not applicable)

- Driver and Vehicle Standards
- Driving Tests / Licensing
- Vehicle Registration / Licence Plates
- Motor Inspections / Defective Vehicles
- Parking Control

Organisational structure



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Level 7 qualification or equivalent in an Engineering, Transport Planning or related discipline.</p> <p>Post graduate management qualification or equivalent.</p> <p>Chartered membership status in a relevant professional body (e.g. Chartered Institute of Logistics and Transport, Chartered Institute of Highways and Transport).</p>	
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>In-depth knowledge of motor traffic and vehicle safety issues, processes, applications and the regulatory environment.</p> <p>Breadth of knowledge across the economy, environment and the community in balancing public protection with commercial interests.</p> <p>Detailed knowledge of local, UK and EU legislation, directives, regulations and international agreements with a comprehensive understanding of how they impact local legislation, policy frameworks and practices.</p> <p>Ongoing Continuing Professional Development to remain up-to-date with</p>	<p>Knowledge of:</p> <p>The activity and processes of Government including interaction between politicians and officials.</p> <p>Management reporting as it relates to this role.</p> <p>The Growth, Housing and Environment priorities, key objectives, risks and issues relevant to the department division and the role.</p>

	<p>the latest methodologies and industry research and best practice.</p> <p>Knowledge of managing a budget and business planning processes.</p> <p>Knowledge of the Government of Jersey or a comparable organisation and its strategy and functions.</p>	
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Computer literate with ability to operate the Microsoft Office package.</p>	<p>Driving licence (Group B)</p>
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Agile working skills.</p> <p>Strong relationship building skills.</p> <p>Good planning and organising skills so as to generate medium and long-term strategic plans for the relevant areas of responsibility.</p> <p>Ability to lead, motivate and manage teams to facilitate achievement of high delivery and performance and manage poor behaviour.</p> <p>Excellent verbal and written communication skills.</p> <p>Ability to produce written materials (e.g. letters, reports, discussion papers, proposals) to a high level for presentation to a variety of audiences, including the States Employment Board and Government of Jersey Ministers.</p>	

	<p>Ability to communicate confidently and effectively in media interviews when required. Ability to communicate effectively to senior stakeholders, including politicians and Senior Management and deliver key messages at a suitable level.</p> <p>Ability to influence and persuade a wide range of stakeholders in and outside the department.</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Practical experience of engineering and transport processes and methods.</p> <p>Experience in leading multi-disciplinary teams.</p> <p>Proven management experience, including management of senior teams, obtained by a combination of professional experience and more formal management training.</p> <p>Experience in delivery against large budgets.</p> <p>Experience setting and deploying strategy at departmental / divisional level.</p> <p>A proven track record of achieving objectives on time.</p> <p>Experience of best practice within the area/s overseen as part of the remit of the role to make recommendations for change.</p>	

	Experience working alongside senior stakeholders within the public sector or a similar context.	
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Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 1 to 3 core accountabilities, attributes and behaviour indicators.