

## Senior Traffic Officer and Operations (Deputy Inspector of Motor Traffic)

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**Department:** Infrastructure, Housing and Environment

**Division:** Regulation

**Reports to:** Head of Driver and Vehicle Standards (Inspector of Motor Traffic)

**JE reference:** IHE1023

Grade: 11

### Job purpose

This is a statutory role, as prescribed under the Motor Traffic Law, which is responsible for overseeing the promotion of compliance and enforcing the statutory liabilities of road users to regulate the condition and operation of motor vehicles ensuring the highest possible standards of vehicle and user safety on the roads. As the Senior Traffic Officer, the postholder is responsible for working closely with the Police, overseeing the inspection of vehicles and authorising reports of other Traffic Officers which may be used in Court as evidence or in conjunction with appearing as an expert witness. In addition, this role is specifically responsible for authorising / suspending licences, including P30 permits for oversized vehicles, Public Service Vehicle (PSV) badges (i.e. taxi-cabs) and commercial vehicle licences for the benefit of Islanders' and road users' safety. In addition, they are responsible for providing Operational support to the Road Traffic Officers and Vehicle Examiners.

### Job specific outcomes

Take an oath before the Royal Court to carry out the duties of the Deputy Inspector of Motor Traffic and the Senior Traffic Officer as prescribed under the Motor Traffic Law. Committing to appropriately report to the relevant Police Authorities any criminal or other offence that has been committed in violation of the Motor Traffic Law.

Lead on efficient day to day operations of vehicle inspections, providing technical information contributing to the compliance and enforcement of statutory liabilities relating to the condition and operation of motor vehicles to ensure the highest possible standards of vehicle and user safety on the roads.

Responsible for approving all inspection / examination reports conducted by Traffic Officers for the purpose of Police prosecution or enforcement. Determining where it is necessary to remove vehicles from the road where they are unroadworthy or defective. Such inspections may also include where vehicles have been involved in serious or fatal road collisions. Ensure all reports are of a high standard and able to withstand scrutiny, where they may be used as evidence in Court / Parish Hall enquiry. Dealing with members of the public and managing the efficient communications around such decisions.

Responsible for organising, co-ordinating and participating in vehicle roadside checks in collaboration with Customs and Immigration, States of Jersey Police, Parish Constables, Chefs de

Police and internal Officers to ensure the checks run smoothly, vehicle registrations and licences are accurately verified and that outcomes are recorded.

Lead on the effective regulation of taxi-cab drivers, from an operational perspective. Overseeing the issuing licences / badges to drive a public service vehicle and authorising and suspending licences / badges as per the delegated responsibilities under the Law (in the absence of the Inspector of Motor Traffic). Conducting formal briefings for applicants, Disclosure and Barring Service (DBS) checks, vehicle and testing inspections.

Oversee the inspections of oversized vehicles that require temporary and permanent permits for exemption on Jersey roads (P30s). Ensuring that new and renewal checks are conducted confirming such vehicles and trailers are clean, well maintained and accompanied by a driver and/or mechanic with mechanical knowledge. Ensuring inspection fees are accurately received and generate monthly invoices for the Government Treasury and Exchequer.

Oversee the issuing or removal of P30 permits, determining the necessary conditions that must be complied with are clearly communicated to the relevant stakeholders. This includes, where for example, it is necessary to carry out modifications to the vehicle, specific route plans, or where it may be necessary for a Police escort.

Oversee the issuing or removal of commercial licences, to ensure that all commercially operated goods vehicles and trailers are maintained and operate to a set of recognised standards to improve and promote vehicle road safety in line with best practice and environmental credentials.

Maintain expert understanding of the relevant Legislation and best practice. Liaising with Motor Traffic agencies within Jersey, the UK or other countries that have a reciprocal agreement with Jersey to obtain information and facilitate employee development to ensure the credibility of DVS is maintained.

Advise, interpret and give opinions on the application of Driver and Vehicle Laws and Regulations to Customers, States' Officers, Parish Halls, the States of Jersey Police and others, both locally and in other jurisdictions to ensure that the technical and operational activities of DVS are fully understood, particularly where there is dissatisfaction with the service provided.

Lead the team of Road Traffic Officers and Vehicle Examiners by providing expert advice and guidance to contribute towards their professional development and meet performance targets as identified in the Directorate's business plan. Lead on the continuous professional development and training of Traffic Officers and Vehicle Examiners to ensure that they maintain a high level of industry competence.

Manage and oversee the Periodic Technical Inspections (PTIs) in addition to the Vehicle Examiners on minibuses (annually) as well as light motorcycles and mopeds (at 3 years, then 2 years after).

Ensure the provision and maintenance of equipment required to carry out operations as well as the reporting of any accidents / near misses on the appropriate systems. Producing recommendations for improvements to reduce risks.

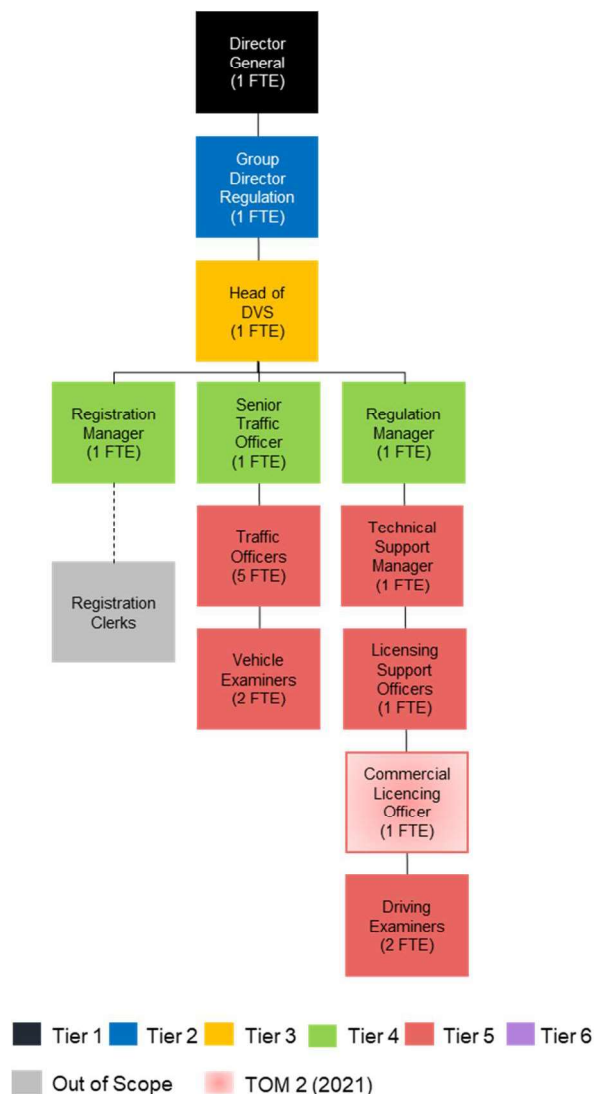
Encourage a culture of continual improvement, by proactively engaging and contributing to wider procedural reviews led by the Head of Regulatory Improvement to ensure the continual improvement of services, in terms of efficiency and performance to optimise customer experience.

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

## Services

- Senior Traffic Officer and Deputy Inspector of Motor Traffic duties (as prescribed under Law)
- Vehicle Standards

## Organisational structure



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b>Qualifications</b> <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Level 6 (degree with honours) in a Mechanical Engineering or Transport related discipline or the equivalent body of knowledge.</p> <p>Equivalent management qualification.</p> <p>DSA training or equivalent</p> <p>Forensic Post Collision Investigation Course</p> <p>DVSA training in the inspection of large goods vehicles, public service vehicles, motorcycles and car 'Individual Vehicle Approvals' (IVAs), including kit cars</p> <p>Auto-crime training / in depth knowledge of the processes used by criminals to steal and disguise stolen vehicles - knowing how to identify these and prevent them from being imported and sold on the Island.</p> <p>Qualified Driving Examiner to backfill / provide operational support as necessary.</p>	<p>Membership status in a relevant professional body (e.g. Chartered Institute of Logistics and Transport, Chartered Institute of Highways and Transport).</p>
<p><b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge <b>required</b> 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, licencing.</p> <p>Detailed knowledge of local, UK and EU legislation, directives, regulations and</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>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 the latest methodologies and industry research and best practice.</p> <p>Knowledge of financial directives</p>	<p>The Infrastructure, Housing and Environment priorities, key objectives, risks and issues relevant to the department division and the role.</p>
<p><b>Technical / Work-based Skills</b> <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>An 'all groups' driving licence, with knowledge / experience of the requirements for a variety of vehicle types.</p>	
<p><b>General Skills/Attributes</b> <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>Strong relationship building skills.</p> <p>Good project / resource planning skills</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>Good written and oral communication skills with the ability to communicate effectively to a range of stakeholders.</p>	
<p><b>Experience</b> <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period</i></p>	<p>Experience demonstrating a very high degree of technical competency in the field related to the services being overseen</p>	<p>Experience working alongside senior stakeholders within the public sector or a similar context</p>

<p><i>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>Proven management experience.</p> <p>Experience in delivery of projects against budgets</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>	
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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 4 core accountabilities, attributes and behaviour indicators.

**Organisation chart**

