

## Traffic Officer

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**Department:** Infrastructure, Housing and Environment

**Division:** Regulation

**Reports to:** Senior Traffic Officer and Operations (Deputy Inspector of Motor Traffic)

**JE reference:** IHE1024

**Grade:** 9

### Job purpose

This is a statutory role, as prescribed under the Motor Traffic Law, which is responsible for promoting 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. Working closely with the Police, inspecting vehicles and creating comprehensive reports which may be used in Court as evidence or in conjunction with appearing as an expert witness.

### Job specific outcomes

Take an oath before the Royal Court to carry out the duties of a 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.

Carryout Forensic Post Collision Investigations on vehicles after serious or fatal Road Traffic Collisions (RTCs) both in Jersey and other jurisdictions.

Examine alleged defective vehicles, both in the testing station or at roadside checks with the view of prosecution to ensure the highest possible standards of vehicle and user safety on the roads. Conducting the necessary risk assessments of potential roadside checks, sites of work outside of the test station and when inspecting unusual or abnormal vehicles.

Create complex inspection / examination reports, for review and approval by the Vehicle Standards Manager (Senior Traffic Officer), for the purpose of Police prosecution or enforcement. Ensure all reports are of a high standard and able to withstand scrutiny, where they may be used by States of Jersey Police, Honorary Police, the Viscounts department, Customs, Health and Safety or as evidence in Court / Parish Hall Enquiry.

Investigate allegations relating to the construction and use or the operation of motor vehicles making recommendations to the Vehicle Standards Manager (Senior Traffic Officer) on the appropriate action to be taken including where it is necessary to remove vehicles from the road where they are unroadworthy or defective.

Respond to technical queries from States and Honorary Police regarding motor vehicles and vehicle registration legislation. Deal with enquiries and complaints from members of the public, referring any contentious issues to the Vehicle Standards Manager (Senior Traffic Officer).

Inspect Public Service Vehicles (PSVs) to determine their entitlement, roadworthiness and suitability to be issued a PSV licence to ensure the safety of passengers using public transport and other road users. Carrying out annual roadworthiness examinations on all vehicles issued with a licence.

Assess the suitability and roadworthiness of vehicles requesting vehicle exemption licence permits (P30s) for oversized, overweight or abnormal loads. Issue licences and impose suitable conditions on such licences to ensure the safety of, and minimise the impact on other road users. Carry out annual roadworthiness examinations on all vehicles issued with a licence.

Check the integrity of documentation and vehicles from other jurisdictions for potentially stolen or non-compliance, prior to local registration. Undertake individual vehicle type approval (IVA) inspections for non-compliant vehicles.

Support the Vehicle Standards Manager by providing an alternative point of contact for enforcement agencies, professional bodies and the general public on motor vehicle and road traffic technical matters.

Conduct 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).

Value vehicles for legal or duty purposes at the request of Government fiscal departments.

Undertake specific survey and research projects as determined by the Senior Traffic Officer.

Promote road safety through education, working with schools, probation and via established youth and States of Jersey Police schemes.

Maintain expert understanding of the relevant technical information, legislation and best practice ensuring these are incorporated into their own work and that of the section.

Ensure the appropriate maintenance of equipment required to carry out operations as well as the reporting of any accidents on the appropriate systems.

Contribute ideas to continually improve services, to optimise efficiency, performance and customer experience.

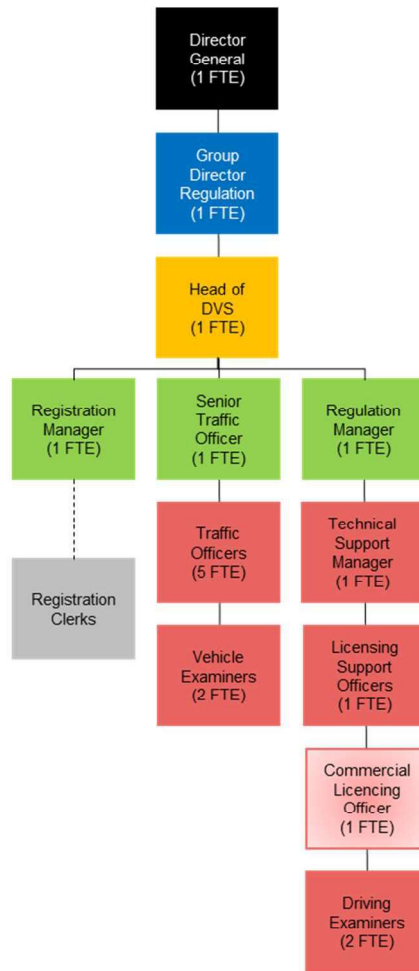
### **Statutory responsibilities**

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

### **Services**

- Traffic Officer Duties (as prescribed under Law)
- Vehicle Examinations (DVS)

### **Organisational structure**



Tier 1
  Tier 2
  Tier 3
  Tier 4
  Tier 5
  Tier 6

Out of Scope
  TOM 2 (2021)

## 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>Completed a full 5-year time-served apprenticeship in the motor vehicle industry and achieved at least Level 4 IMI qualification in Automotive Studies (or HNC equivalent) or the equivalent body of knowledge.</p> <p>DSA training college (6 weeks) or equivalent</p> <p>Forensic Post Collision Investigation Course (IMI Level 4 HNC)</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><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>A wide technical knowledge of motor vehicles, mobile plant, agricultural vehicles and mechanical engineering.</p>	<p>Knowledge of:</p> <p>The motor trade and their requirements</p> <p>The Infrastructure,</p>

	<p>The procedures and standards for the inspection of large goods vehicles, PSVs, motorcycles and car IVAs</p> <p>Hold or be capable of obtaining a sound knowledge of relevant local, UK and EU legislation.</p> <p>Ongoing Continuing Professional Development to remain up-to-date with the developments in vehicle technology.</p>	<p>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 and word processing skills to develop and maintain records and extract information and statistical data from the unit's systems.</p> <p>The ability to use various specialised technical equipment and facilities installed in the Unit's testing station.</p> <p>Must have or be able obtain an 'all groups' driving licence before attending and passing the DSA training college (6 weeks) or equivalent</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 interpersonal skills with the ability to communicate effectively in writing and orally.</p> <p>Strong report writing skills, with the ability to generate complex reports / statements that can withhold scrutiny or may be used in Court as evidence.</p>	
<p><b>Experience</b></p>	<p>Experience demonstrating a very high degree of</p>	

<p><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>technical competency in the field related to the services being overseen</p> <p>Post Collision Investigations.</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.</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 5 core accountabilities, attributes and behaviour indicators.

**Organisation chart**

