

Regulation Manager (Deputy Inspector of Motor Traffic)

Department: Infrastructure, Housing and Environment

Division: Regulation

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

JE reference: IHE1025

Grade: 12

Job purpose

This is a statutory role, as prescribed under the Motor Traffic Law, acting as the Deputy Inspector of Motor Traffic with specific delegated responsibilities from the Minister. The postholder is responsible for leading on a number of modernisation projects and internal policy developments within Driver and Vehicle Standards (DVS), initiating and responding to reviews of best practice to continually improve the delivery of services for the benefit of Islanders' road safety. In addition, they are responsible for deputising for the Inspector of Motor Traffic in periods of absence.

Job specific outcomes

Take an oath before the Royal Court to carry out the duties of the Deputy Inspector of Motor Traffic as prescribed under the Motor Traffic Law. Committing to appropriately exercising the duties imposed and the powers conferred on the Inspector of Motor Traffic in the event of any absence from duty.

Lead on the development of internal policies and guidelines as determined by the Head of DVS (Inspector of Motor Traffic) to support all areas of current activity, linking into broader Strategic Policy, Performance and Population (SPPP) developments. Ensure processes and procedures are maintained in line with best practice and suitably applied to the Island's context to improve the delivery of service and customer experience.

Responsible for the effective planning, management, reporting (i.e. through Government systems such as Perform) and coordination of projects to deliver change in line with service requirements and the business plan. Ensuring good project governance, and the proactive recognition of risks, issues and mitigating actions to ensure their timely delivery wherever possible.

Responsible for community and public consultation on any proposed changes, which includes media liaison, engagement and relationship building with other departments across Government.

Create plans for implementing any recommended changes, which may include liaising with external providers, contributing to the procurement process (e.g. determining the specifications, evaluation of proposals, selection and contract formation).

Prepare and present legislative amendments and Ministerial Decisions as directed by the Head of DVS (Inspector of Motor Traffic). Working closely with Law Drafters / the States Greffe and ensuring the changes in law are disseminated to other government departments / employees / relevant industries through appropriate channels, training and support.

Complete follow-up reviews to ensure any changes brought about by their specific projects achieve better ways of working and service to customers, by eliminating unnecessary complexity.

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 on the effective regulation of Public Service Vehicle (PSV) drivers, by developing internal policy and guidelines to ensure appropriate standards and processes are in place to safeguard members of the public. Working closely with Law Drafters to develop legislation responding to changes in standards, or best practice. Dealing with PSV / taxi-cab driver issues on a regular basis.

Maintain expert understanding of the relevant Legislation and best practice. Providing expert advice and guidance to Driving Examiners and other team members to contribute towards their professional development and meet performance targets as identified in the Directorate's business plan.

Oversee all regulatory changes relating to Driving Standards, Licences, Theory Test Invigilator's questions and answers and IT systems to ensure they are maintained at the expected standards and reflective of best practice.

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.

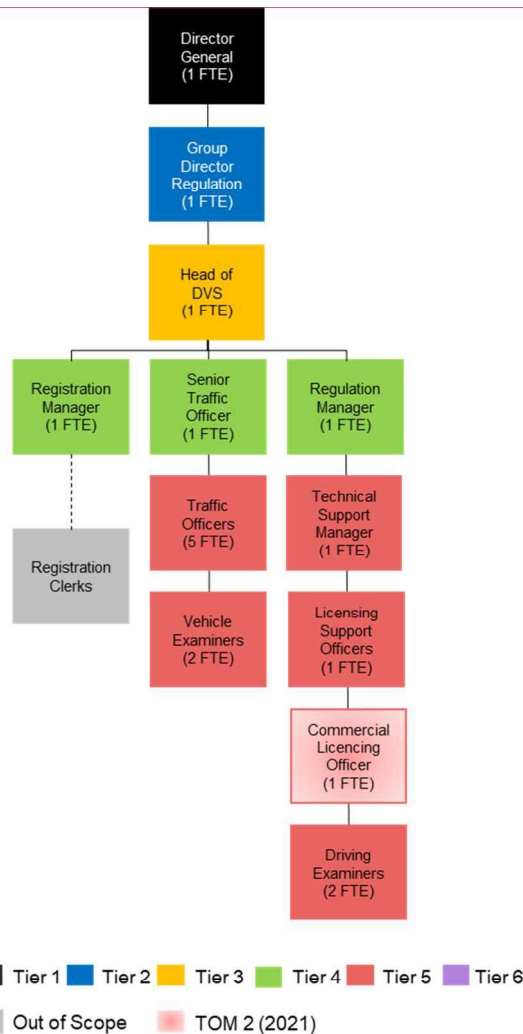
Statutory responsibilities

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

Services

- Deputy Inspector of Motor Traffic duties (as prescribed under Law)
- Modernisation projects
- Internal policy developments
- Driving standards

Organisational structure



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications Please state the level of education and professional qualifications and / or specific occupational training required.</p>	<p>Level 6 (degree with honours) in Mechanical Engineering, Transport, Business Administration or the equivalent body of knowledge.</p> <p>Equivalent management / training qualification</p> <p>PRINCE 2 or equivalent project management qualification or body of knowledge</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>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, licencing.</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 the latest methodologies and industry research and best practice.</p> <p>Knowledge of managing projects and project budgets.</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 Infrastructure, Housing and Environment priorities, key objectives, risks and issues relevant to the department division and the role.</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>An 'all groups' driving licence, with knowledge / experience of the requirements for a variety of vehicle types.</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>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>	

	Good written and oral communication skills with the ability to communicate effectively to a range of stakeholders.	
<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>Experience demonstrating a very high degree of technical competency in the field related to the services being overseen</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>	<p>Experience working alongside senior stakeholders within the public sector or a similar context</p>

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

ONE GOVERNMENT DEPARTMENTS

