

Registration Manager

Department: Infrastructure, Housing and Environment

Division: Regulation

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

JE reference: IHE1026

Grade: 11

Job purpose

Responsible for maintaining the integrity of the Vehicle Register on Island, ensuring compliance with the requirements bestowed on Driver and Vehicle Standards (DVS) under Law. Conducting periodic audits and keeping abreast of international requirements that may impact on the local register and liaising with Law Drafters to implement the changes at a local level. Training and authorising users to maintain appropriate standards in accordance with the Law. In addition, the postholder is responsible for performing due diligence checks on insurance companies wanting to become an 'authorised insurer' on Island and the sale of 'cherished registration marks.'

Job specific outcomes

Undertake the following delegated responsibilities from the Head of Driver and Vehicle Standards (Inspector of Motor Traffic):

- a) Maintain the integrity of Jersey's Vehicle Register by conducting formal audits, as necessary, to ensure the accuracy of details and compliance with requirements for registration as prescribed under the Motor Vehicle Registration Laws and associated Orders.

Monitor any changes in the UK / EU that may impact on local registration requirements (e.g. international standards, emissions) and liaise with Law Drafters to implement any necessary changes as appropriate to the Island.

Participate in DVS reviews that impact on vehicle registrations, undertaking research and advising on the practical implications of any changes on operations and services. Producing Ministerial Decision papers, Ministerial Reports and law drafting instructions as directed by the Head of DVS (Inspector of Motor Traffic).

Legal oversight of the Registration Officers, who may escalate contentious issues relevant to the interpretation of the registration of vehicles law / financial queries or discrepancies generated from registration fees to the Registration Manager.

Responsible for ensuring that all Registration Officers' necessary induction and training needs are met to ensure the standards required under the registration of vehicles law are maintained, being involved in the recruitment and selection processes of such Officers.

Continually develop and train, as necessary, the Registration Officers / other DVS employees (e.g. Traffic Officers, Vehicle Examiners) in any changes to the Law or required standards for

registration to minimise the risks associated with incorrect information being entered or amended on the Vehicle Register (e.g. not meeting legal requirements, data protection breaches, formal use by other enforcement agencies such as the Attorney General / the Police, or the recall of defective vehicles by manufacturers).

Provide vehicle registration information, upon the appropriate data protection requests, to various enforcement agencies such as the States of Jersey Police, Customs and Immigration, the Viscount, Customer and Local Services and foreign jurisdictions for sensitive intelligence cases.

Responsible for collating the necessary vehicle registration information for Subject Access Requests (SAR) and Freedom of Information Requests (FOI) upon request.

Prepare evidence and / or prosecution papers where breaches of legislation relating to vehicle registrations have been identified (e.g. where drivers have been disqualified) and attend Court as a witness when required. Liaising with and providing support to the Magistrate's Court Greffe on such legal issues and attending Court if necessary.

Grant access rights to the Vehicle Registration system (for internal and external users) to ensure the security and proper use of the system

- b) Perform due diligence checks on new motor insurance companies wanting to become an 'authorised insurer' in Jersey, in accordance with the Motor Vehicle (Third Party Insurance) Law.

Put forward recommendations to the Inspector of Motor Traffic to determine whether the insurance company should be approved, denied or refer to the Minister. In such instance, the postholder is responsible for drafting the necessary report with recommendations for a Ministerial Decision.

- c) Initiate and manage the tendering and organising of public auctions and other methods of sale of 'cherished registration marks' to generate significant income and ensure all related financial and administrative procedures are adhered to.

Create monthly statements of the income generated by the registration of vehicles for the Treasury and Exchequer, in accordance with financial directives. Investigating and resolving any issues or discrepancies.

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.

Analyse and create regular management information on registrations, driving tests and licencing to be observed by the senior management team and included in the annual report.

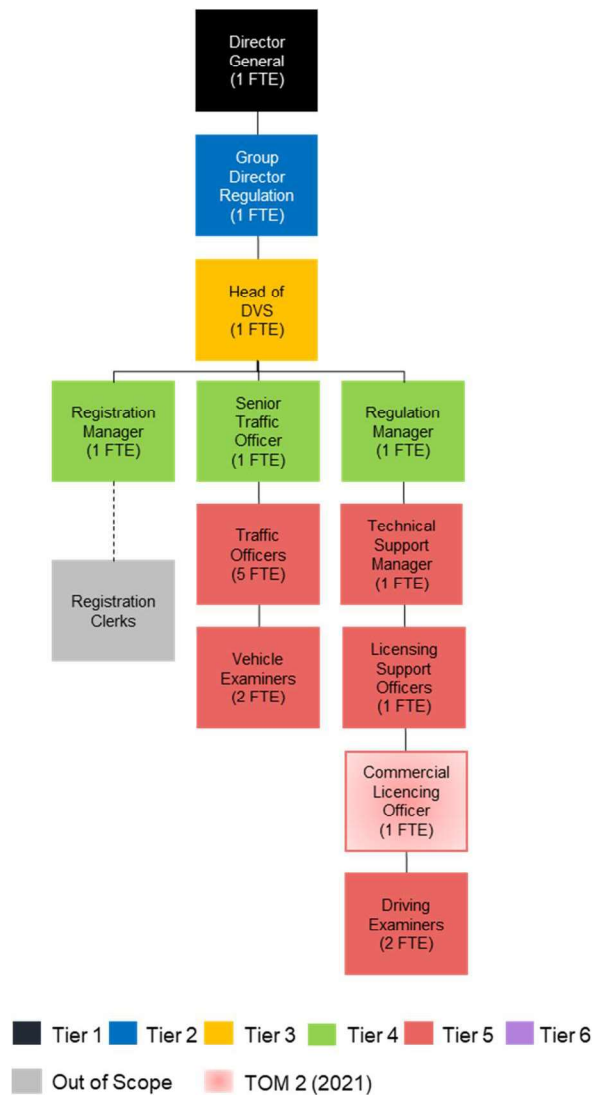
Encourage a culture of continual improvement, by proactively engaging and contributing to wider procedural reviews led by the Head of Regulatory Improvement to ensure the continual improvement of services, in terms of efficiency and performance to optimise customer experience.

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

Services

- Registration of vehicles

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 6 (degree with honours) in a Business Management or Business Administration related discipline or the equivalent body of knowledge.</p> <p>Management or Training Qualification</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>PRINCE 2 or equivalent project management qualification or body of knowledge</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>Information management reporting as it relates to this role.</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 financial directives</p>	<p>Knowledge of:</p> <p>The activity and processes of Government including interaction between politicians and officials.</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>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to</i></p>	<p>Strong relationship building skills.</p> <p>Good project / resource planning skills</p>	

<p><i>delegate, motivation or commitment etc.</i></p>	<p>Ability to train others to facilitate the achievement of high standards compliant with the relevant legislation.</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>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>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

