

Commercial Licencing Officer

Department: Infrastructure, Housing and Environment

Division: Regulation

Reports to: Regulation Manager

JE reference: IHE1043

Grade: 10

Job purpose

Responsible for promoting compliance and enforcing the statutory liabilities of commercial goods drivers. Issuing licences and monitoring the ongoing compliance of licence holders, who are required to keep to specific commitments and operate within the terms and conditions of the licence. To regulate the operation and condition of commercial vehicles / trailers ensuring the highest possible standards of vehicle and user safety on the roads.

Job specific outcomes

Ensure that all commercially operated goods vehicles and trailers being used in Jersey are maintained and operated to a set of recognised standards to improve and promote vehicle road safety in line with best practice, with a focus on improving the environmental credentials.

Issue licences to any business that operates commercial vehicles on public roads in Jersey in connection with a trade, profession or business (e.g. goods vehicles with a GVW > 3,500kg, semi-trailers, draw bar trailers with an unladen weight > 1,020kg).

Generally issuing licences for a set period, or, where the Licencing Officer believes the Operator requires time to address certain issues, they may issue a licence for a shorter period, following approval by the Inspector of Motor Traffic. The postholder is required to work with Operators to assist them to meet the terms of the licence in order to ensure consistent standards are maintained across the local industry.

Ensure that the entity applying for a commercial licence is of good repute and fit to hold a licence, has an appointed Transport Manager, has the appropriate arrangements for maintaining their commercial vehicle(s) and the appropriate systems and training in place to enable them to run a safe and legal operation.

Oversee the application / renewal process of vehicle operator licences, making sound judgements on whether an application is approved to grant a licence, requires further clarification or is refused. Maintaining thorough records of any decision made that can hold up to scrutiny if appealed.

Ensuring all relevant fees are accurately receipted and generate monthly invoices for the Government Treasury and Exchequer.

Proactively seeking clarification to applications / renewals, which may involve requests for further information, conducting face to face meetings, assistance to meet requirements and obtaining agreements with operators on what is required.

In instances where licences are refused, oversee the cases that are appealed (at a ministerial level and by the Royal Court), maintaining records of the outcomes and informing operators in writing, detailing the conditions that need to be met in order for a licence to be granted.

Respond to technical queries from States and Honorary Police regarding prohibition notices or defects of commercial vehicles found in roadside checks. Deal with any commercial vehicle incidents or complaints from members of the public.

In the event of an issue being identified, the Officer is responsible for contacting the Operator via a non-compliance notice and carryout the relevant compliance process / audit which in the first instance should involve engagement and advice on any necessary remedial action. In instances where the Operator is non-compliant the Officer is responsible for applying the necessary sanctions (e.g. where the licence is revoked, suspended, curtailed, or issued a warning or additional conditions).

In instances where the issue is deemed to be very serious or regarded as an issue of public safety, this should be referred to the Inspector of Motor Traffic/Regulation Manager so that immediate action can be taken.

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.

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

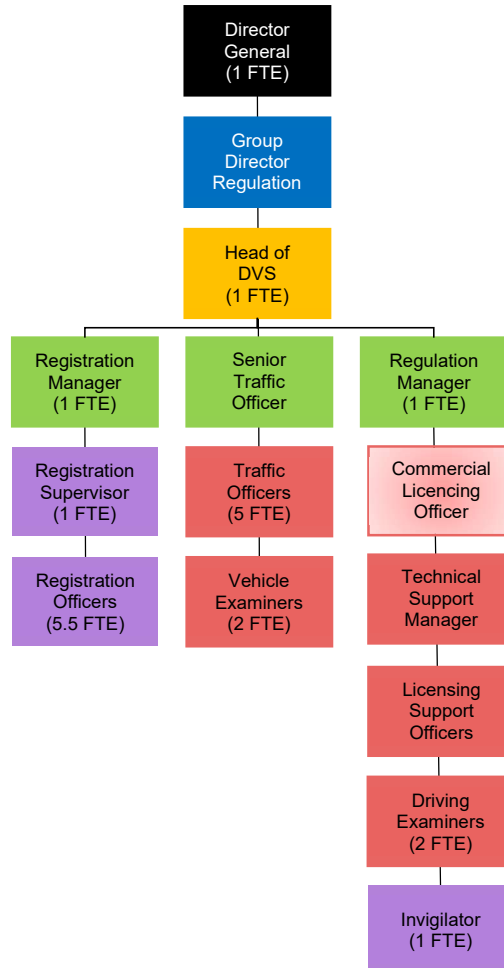
Statutory responsibilities

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

Services

- Commercial Vehicle Operator Licences

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>Qualifications <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)</p> <p>DVSA training in the inspection of large goods vehicles, semi-trailers and draw-bar trailers.</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>The procedures and standards for compliance for issuing commercial vehicle operator licences</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 the field</p>	<p>Knowledge of:</p> <p>A wide technical knowledge of motor vehicles and mechanical engineering</p> <p>The motor trade and their requirements</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 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 interpret and objectively assess various forms of information detailed by various businesses as part of the application process for a commercial vehicle operator licence.</p> <p>Driving licence (Group B)</p>	<p>Driving Licence (Group C) or greater.</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 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 withstand scrutiny at appeal (i.e. at Ministerial Level or in the Royal Court)</p>	
<p>Experience</p>	<p>Experience demonstrating a very high degree of technical competency in the</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>field related to the services being overseen</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

