

Senior Vehicle Standards Officer (ASO4)



Government
of South Australia
Department for Infrastructure
and Transport

Role statement

Organisational alignment	Division:	Transport Policy and Regulation
	Directorate:	Regulation
	Section:	Vehicle Operations
Reporting relationships	Reports to:	Coordinator, Vehicle Standards
	Direct reports:	0 FTEs

Role overview

The Senior Vehicle Standards Officer is accountable to the Coordinator, Vehicle Standards for assessing applications to obtain exemption for the complex or unprecedented modifications of vehicles and undertaking review of modification evidence to confirm that work done has been completed in accordance with Department guidelines. This will include interpretation, analysis and provision of advice on the requirements for exemptions under the Road Traffic Act and relevant information from legislation including Vehicle Standards, Australian Design Rules, Bulletins and Section policies and guidelines.

The role provides a key interface with the public, conducts inspections of vehicles, applies judgement and provides advice on vehicle standards requirements and vehicle identity, including investigating disclosed breaches of vehicle standards legislation and initiating appropriate recommendations.

Further information about the Department can be found at: <https://www.dit.sa.gov.au/about-us>

Our values

We pride ourselves on applying these values to our day-to-day interactions and individual performance. They shape our approach to achieving our strategic agenda.



Collaboration

We work together as one team to serve our customers.



Honesty

We are honest, open and act with integrity.



Excellence

We commit to excellence in everything we do.



Enjoyment

We enjoy our work and recognise our success.



Respect

We respect, understand and value the people we serve.

Key outcomes required of the role

- Assessing applications to obtain exemption for more complex or unprecedented modification of a vehicle against Department guidelines, research, preparation and issue of letters, Statement of Requirements and other documentation with appropriate conditions.
- Interpreting and analysing requirements for exemption and identifying relevant information from Federal/State Acts, Vehicle Standards, Australian Design Rules, Gazette Notices, Federal Publications, Bulletins, Section policies and guidelines, and researching precedents.
- Leading a high standard of customer service for internal and external clients, utilising knowledge of the legislative environment and technical experience to provide robust and relevant guidance, feedback and advice to ensure effective management of quality and risk.
- Providing advice, information and assistance to customers, business groups, staff and other internal stakeholders on relevant Federal/State legislation, Vehicle Standards, Australian Design Rules, Gazette Notices, Federal Publications, Bulletins, Section policies and guidelines, and precedents, including offering alternative options.
- Addressing enquiries and applications by researching, investigating, consulting and liaising with other stakeholders to determine actions required and preparing reports with recommendations when required.
- Conducting inspections of vehicles, applying judgement and providing advice on vehicle standards requirements and vehicle identity.
- Supervising and training staff where required, coordinating resources and ensuring the standard of work quality, service delivery and/or compliance with regulations, codes, and specifications meets objectives.
- Supporting and/or contributing to the development and implementation of relevant and effective policies, strategies, standards, guidelines and procedures to meet program or Section goals and objectives.
- Committing to continuing development as an individual in a complex and changing environment.
- Contribute to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with DIT values, legislative requirements, the Code of Ethics for the South Australian Public Sector, equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.

Special conditions attached to the role

- A National Police Check (NPC) is required prior to employment in the Department for Infrastructure and Transport which must be renewed every three years.
- A Working with Children Check (WWCC) is required prior to employment with the Department for Infrastructure and Transport, which must be renewed every five years before expiry.
- Location is at Kateena Street, Regency Park.
- Some out of hours and weekend work may be required.
- Some intra / interstate travel may be required.

Educational qualifications / licenses

- An appropriate Automotive or vehicle related qualification, or significant hands-on experience is essential

Technical capabilities

- Practical knowledge of vehicle construction, systems and emerging technologies

- Demonstrated vehicle compliance knowledge, or expertise in building or modifying vehicles

Person capabilities

[Our Capability Framework](#) describes the core capabilities, behaviours and skills required for us to meet our strategic objectives and be a modern public sector, attracting, developing and retaining the best talent. The framework is constructed around five categories of capability; personal attributes; building relationships; achieving results; leadership and growth; and performance enablers.

Refer to our framework for the detailed capabilities required for this stream. This role is classified as:

Stream 2: Leader

Stream 2 roles would typically consist of supervisors and senior team members, including those with technical knowledge (indicative classifications include ASO4-6, PO2-3, OPS4-7, TGO2-5, M3-7, WPA2, WBT7-10).

Key selection criteria

The criteria outlined below are drawn from the most significant requirements of the person capabilities (from Our Capability Framework) and technical capability, professional knowledge and experience to be addressed in your application having consideration of the role overview and key outcomes.

- Drives a culture of integrity, professional accountability and diversity across the department, across-government, and through community interactions in line with the SA Government's Code of Ethics and the *Equal Employment Opportunity Act 1987*.
- Demonstrates commitment and accountability to the implementation of the Premier's Safety and Wellbeing Declaration and requirements of the *Work Health and Safety Act 2012*, utilising AS/NZS ISO31000:2009 Risk Management or equivalent.
- Demonstrates relevant skills and sound knowledge associated with the span of assigned functions including an understanding of related legislation, regulations, government programs and policies that impact on the functions of the role.
- Works under broad direction, independently or as part of a team, and applies well-developed discipline and relevant knowledge to prioritise activities, mitigate risk, and implement change.
- Consistently manages high volumes of work, paying close attention to accuracy and detail, maintaining a high degree of confidentiality, and meeting targets within deadlines.
- Listens and responds to customers' needs using clear and concise communication, tact and diplomacy.
- Delivers customer focused and strategically aligned services and practices using effective verbal and written communication to successfully engage stakeholders and negotiate complex matters.
- Shows respect for diverse backgrounds, experiences and perspectives including that of Aboriginal and Torres Strait Islander people. Values diversity of thought.
- Shows genuine care for the safety and wellbeing of self and others.

Approved

Signature: _____ Date: _____

Director, Regulation

People, Culture and Capability Use Only	KNet ID: 17453809	ANZSCO code: 5995	Position number: M35840, M35841, M35842, P54489
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