



Government
of South Australia

Department for Infrastructure
and Transport

Tier 3 Supervisor (OPS5)

Role statement

Organisational alignment

Division: Transport Policy and Regulation
Directorate: Regulation
Section: Vehicle Operations

Reporting relationships

Reports to: Unit Manager, Vehicle Identity Assessment Station (VIDAS)
Direct reports: 7 FTEs

Role overview

The Tier 3 Supervisor, Vehicle Identity Assessment Station (VIDAS) is accountable to the Unit Manager, Vehicle Identity Assessment for leading, supervising and coordinating day-to-day operations of a team of vehicle identity inspectors engaged in repaired written-off vehicle compliance examinations and audits to ensure the agency's objectives of accessibility, assistance, responsiveness, efficiency, flexibility and fairness are demonstrated in the services provided.

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

- Supervision and leadership of the Tier 3 Repaired Written Off vehicle assessment team by developing, managing, monitoring, and maintaining a program of vehicle identity and specialist forensic inspections to assess a vehicle's correct identity and origin and associated tasks to assess vehicle compliance with legislated standards, Design Rules and Codes of Practice.
- Motivating and/or mentoring staff and coordinating resources and stakeholders to deliver assigned agency programs, projects, systems, policy development processes and/or services.
- Undertaking high level specialist forensic inspections to assess a vehicle's correct identity.
- Providing specialist technical assistance and advice to other areas of DIT and SAPOL.
- Undertaking complex investigations for suspicious documentation and anomalies provided by clients relative to the repair of the damaged vehicle.
- Answering both internal and external customer enquiries and explaining vehicle identification processes.
- Contributing specialist technical or operational input into the development and implementation of policies, strategies, standards, guidelines and procedures that support the achievement of program or section goals and objectives.
- Contribute to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with our 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 Naweena Road, Regency Park.
- Must be prepared to wear Agency uniform.
- Work 152 hours over a four-week period.
- Some out of hours and weekend work may be required.
- Some intra / interstate travel may be required

Educational qualifications / licenses

- A current full Driver's Licence for Class C is required.
- A Certificate IV in Government Investigations and Compliance is required.

Technical capabilities

- Demonstrated knowledge and expertise with vehicle identity examinations, vehicle structural repair methodologies and relevant manufacturer and industry standards.
- Ability to work collaboratively with the Tier 2 Supervisor to promote consistency, cohesive service delivery and a strong customer-focussed 'can we help you' culture across the business.
- Proven ability to undertake and support Tier 2 and Tier 3 transferrable supervisory responsibilities.

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.

- Facilitates a culture of integrity, professional accountability and diversity across the department and 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.
- Well-developed communication skills to liaise effectively with service providers and customers, resolve conflict, contributing to successful and positive outcomes for the organisation.
- Well-developed interpersonal and negotiation skills to lead and guide team members to the delivery of timely resolutions to operational problems.
- Utilises knowledge and very high levels of skills specific to technical and operational programs, respecting legislation and regulations applicable to quality and risk management requirements when delivering field-based work programs.
- Proven ability to work under general direction in supporting the delivery of large and complex operational programs including coordinating or contributing to large trade or field-based work and setting priorities to achieve objectives.
- Demonstrates cultural respect and understanding through the recognition of Aboriginal and Torres Strait Islander community needs. Shows respect for diverse backgrounds, experience and perspectives. Values and encourages diversity of thought.
- Shows leadership and commitment to safety and wellbeing of self and others.

Approved

Signature: _____ Date: _____

Director, Regulation

People, Culture and Capability Use Only	KNet ID: 20801504	ANZSCO code: < >	Position number: P54491
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