

Tier 2 Vehicle Identity Assessor (OPS3)



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:	Team Leader, Vehicle Identity Assessment
	Direct reports:	Nil FTE

Role overview

The Tier 2 Vehicle Identity Assessor is accountable to the Team Leader, Vehicle Identity for undertaking detailed inspections to assess a vehicle's legitimate identity and origin and accurately record vehicle identity data to ensure the South Australian vehicle registration database integrity.

The role is also responsible for providing technical support and advice to other areas of the Department for Transport and Infrastructure (DIT) and SAPOL. From time to time, it will also require the seizure of suspect or stolen vehicles from clients which will require tact, diplomacy and sometimes conflict management. Incumbents will also be required to adhere to strict record keeping and maintaining 'chain of evidence' process and providing evidence in court as required.

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

- Effective and efficient delivery of vehicle identity assessment functions under general direction, requiring an understanding and administration of relevant legislation, including the *Motor Vehicle Act 1959*, *Road Traffic Act 1961*, Vehicle Standards Rules, Australian Design Rules, and Departmental policies, procedures and guidelines.
- Effectively communicating with customers and stakeholders and discussing inspection outcomes with tact and diplomacy, technical and operational matters, including mitigating or resolving conflict in contentious situations.
- Supervising and training staff where required including allocating work and monitoring and maintaining the standard of work quality, service delivery and/or compliance with requirements.
- Assisting and supporting operational or technical work programs, services and projects that are consistent with agency strategies, policies and priorities and deliver the Section's objectives.
- Assisting with investigations, maintaining records and systems, and contributing to the development of operational programs, services and projects and performance benchmarking.
- Providing operational or technical advice on vehicle assessments and providing specific technical or operational skill that supports the delivery of programs.
- Liaising with operational or technical stakeholders, as required, to support the ongoing effective performance of operational or technical work programs, services and projects.
- 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.
- Initial location will be based at Regency Park in the Adelaide metropolitan area, operating from Lonsdale inspection facility and on-site car yard visits when rostered to do so.
- 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 license for Class C is required.
- Post secondary education / qualifications with a focus on compliance and/or investigations or equivalent experience will be highly regarded.
- Post secondary education / qualifications in Automotive or Motor Mechanics will be highly regarded

Technical capabilities

- Research and analysis – vehicle identification numbers, physical alterations, documentation and data collection.
- Knowledge and understanding of applicable legislation, rules and standards.
- Confident in the use of Microsoft Office (Word, Excel & Outlook) and Records Management Systems.

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 1: Team member

Stream 1 roles would typically consist of individual contributors and team members (indicative classifications include ASO1-3, GSE2, PO1, OPS1-3, TGO0-1, TRA, CMW3-7, M8-11, WBT3-6).

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.

- Exhibit behaviours that model integrity, professional accountability and diversity across the department, across-government, and 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.
- Listens and responds to customers' by adhering to DIT's systems, processes and policies and providing clear and concise communication, tact, and diplomacy in what can become contentious matters.
- Work collaboratively and develop partnerships with employees and stakeholders to deliver and evaluate service performance objectives.
- Sound understanding of the quality and risk management requirements and functions of a technical services or operational program, including an understanding of the relevant legislation and regulations that impact on the functions of the role and the Agency.
- Proven experience in delivering a range of relevant and responsive operational or technical advice and information to support the achievement of program, section and agency goals and objectives under general direction.
- 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: 16643313	ANZSCO code: 8393	Position number: M35824 / M35825 / M35826 / M35827 / M35828 / M35829 / M38235
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