



Manager Statutory Agency Agreements

Branch:	Statutory Agency Agreements
Directorate:	Driver and Vehicle Services
Position Number:	00025520
Classification:	Level 7
Physical Location:	Tassels Place, Innaloo
Award/Agreement:	Public Service Award & Public Service and Government Officers General Agreement

Department of Transport is a progressive organisation with the vision to be recognised as a leader in providing world-class transport services and solutions. The Department's main focus is to provide a safe, accessible, sustainable and efficient transport services and systems that promote economic prosperity and enhance the lifestyles of all West Australians.

The Department forms part of the Transport portfolio, also comprising of Main Roads WA and the Public Transport Authority.

Our Values:

We welcome [*Fresh Thinking*](#) and finding better ways of working

We set [*Clear Direction*](#) and have the courage to follow through

We work together to deliver [*Excellent Service*](#)

We make things happen through our [*Great People*](#)

Department of Transport (DoT) is an equal opportunity employer and embraces diversity as we believe the best services come from a workplace in which varied viewpoints are welcomed and encouraged.

Overview of Directorate

Driver and Vehicle Services (DVS) is responsible for administering all aspects of driver and vehicle licensing in accordance with Western Australia's 'road law' as defined in the *Road Traffic (Administration) Act 2008* and subsidiary Regulations.

DVS has one of the greatest number of interactions with the public of any State Government Agency. Managing licensing functions for over 1.7 million WA registered drivers and 2.7 million WA registered vehicles. To ensure the safety of the users and vehicles on WA's expansive road network, DVS works in partnership with other agencies to ensure that mobility on WA roads is efficient and free flowing. DVS is represented on State and National transport committees and councils to ensure that Western Australian transport policy objectives and road safety programs are facilitated and achieved utilising an effective, collaborative and consultative approach.

The DVS mission is Safe Drivers, Safe Vehicles, Secure Identities, and Quality Service.



Overall Purpose of the Role

- Develops, coordinates and implements performance and improvement strategies for Statutory Agency Agreements and other arrangements established under Section 11 B of the Road Traffic (Administration) Act 2008.
- Develops and implements risk management strategies and key performance indicators for Statutory Agency Agreements and other arrangements.

Work Description

STRATEGIC MANAGEMENT

- Contributes to the Departments strategic plans and directions and translates these into clearly articulated business plans.
- Responds to the values, perceptions and needs of customers, stakeholders and the community in the development of business plans.
- Priorities and allocates resources in accordance with the business plan.

RELATIONSHIP MANAGEMENT

- Creates a climate of co-operation, respect and trust.
- Practises open two way communication with employees, colleagues and stakeholders.
- Demonstrates a genuine commitment to, and models, the Departments Values and openly addresses conflict situations.

PARTICIPATIVE PEOPLE MANAGEMENT

- Involves others in problem solving and decision making.
- Communicates a common purpose and direction.
- Empowers, motivates and develops the diverse talents of the workforce.

RESULTS MANAGEMENT

- Actively involves the team in setting realistic and challenging goals to achieve desired business outcomes.
- Aligns the efforts of the team and mobilises and directs resources to achieve business outcomes.
- Delivers outcomes within agreed parameters, eg, time, cost and quality.

INNOVATION AND IMPROVEMENT

- Anticipates opportunities and trends, and initiates change and innovation to enhance product and service delivery.
- Leads and empowers the team in innovative thinking and developing creative solutions, within an environment of transparency and accountability.
- Demonstrates a positive and effective approach to managing and implementing organisational change.



ROLE SPECIFIC

- Assists the Assistant Director Commercial Management to coordinate the development and implementation of performance and improvement strategies to ensure the effective operation of Statutory Agency Agreements and other arrangements established under Section 11 B of the Road Traffic (Administration) Act 2008.
- Oversees the development of policies, procedures and methodologies associated with Statutory Agency Agreements and other arrangements.
- Represents the Branch in negotiations for Statutory Agency Agreement and other arrangements.
- Maintains extensive liaison with clients and provides advice on commercial and policy aspects of Statutory Agency Agreement and other arrangements.
- Liaises with government agencies and suppliers regarding Statutory Agency Agreement and other arrangements and policy matters.
- Ensures that Statutory Agency payments are processed in a timely manner.
- Operates within Transport's Corporate Governance Framework, policies and procedures.
- Other duties as required.



Work related requirements

The following criteria are to be applied within the context of this position, which includes alignment to the Department's values.

Criteria

ESSENTIAL:

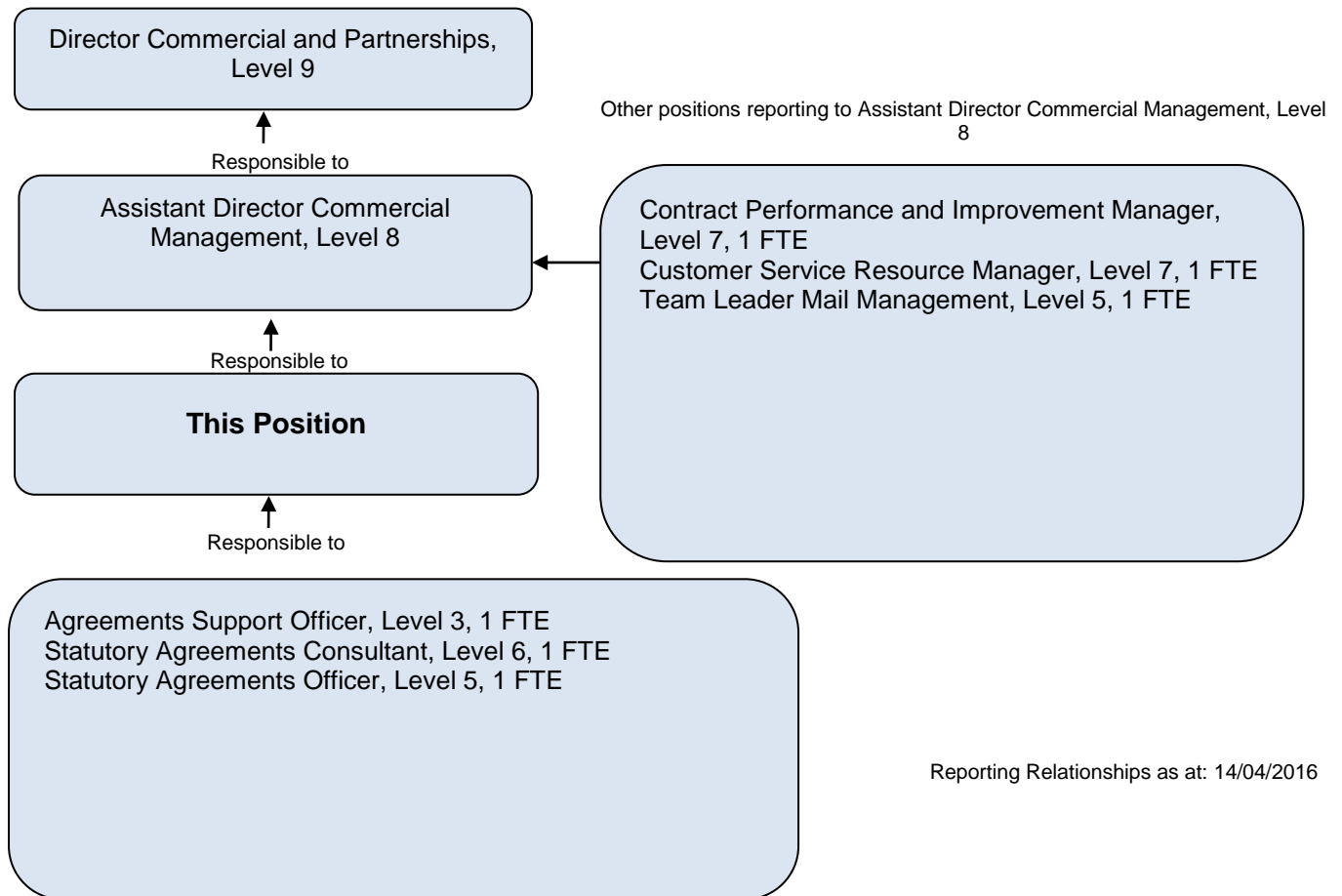
1. Experience in the development, implementation and management of contract performance and improvement strategies, including the application of contract law, regulations, procedures and processes and financial, budget and risk management.
2. Project management skills, including experience in the preparation of complex reports and documentation.
3. Highly developed problem solving skills including conceptual and analytical skills in the context of this position.
4. Highly developed communication skills (written and oral) with proven ability to consult, influence and negotiate with a range of internal and external stakeholders on complex issues.
5. Substantial knowledge of government tendering and contract administration processes.

DESIRABLE:

Nil



Reporting Relationships



Allowances/Special Conditions

A current national police clearance certificate incorporating criminal and traffic convictions is required for this position.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

**Executive Director
People and Organisational Development**