

JOB ROLE STATEMENT

HEAVY VEHICLE PERMIT TEAM LEADER LEVEL 4

DIRECTORATE METROPOLITAN AND SOUTHERN REGIONS
BRANCH HEAVY VEHICLE SERVICES – ACCESS SECTION **POSITION NO** P0063045

KEY RESPONSIBILITIES

Supervise a team of Heavy Vehicle Services Officers (HVSO) performing permit assessments for Restricted Access Vehicles (RAV) i.e. oversize / over mass vehicles access to the Western Australian road network and provide advice on all aspects of oversize / over mass permit assessment including advice to transport operators. Supervise the issuing of Permits and provision of related advice.

KEY DELIVERIES

Permit and Orders for Restricted Access Vehicles (RAV)

- Supervise the team of HVSO assessing and issuing RAV 'Permits', and co-ordinate the provision of technical advice and support for RAV access approvals, including:
 - all Class 1, 2, 3 Permit products
 - all Class 1, 2, 3 Orders
- Maintain working knowledge of the Road Traffic Act, Road Traffic (Vehicles) Act, Road Administration Act and Road Traffic Code.

RAV Route Assessments

- Supervise the team of HVSO in the technical assessment of RAV i.e. oversize / over mass vehicles access to the Western Australian road network and the provision of technical advice to transport operators in a customer focused manner.
- Review and advise on RAV access to the State's road network, major road network projects and road network extensions and expansions.
- Act as 'out of hours' contact person for RAV incidents and detours.

Leadership and Management

- Supervise employee behaviour, performance and development.
- Provide team leadership and commitment for the provision of customer focused service.
- Provide advice to internal and external stakeholders.
- Contribute to business improvement projects and promotion of operational policy.
- Prepare relevant information and data for monthly reporting.
- Develop and maintain guidelines to improve work processes and practices.
- Maintain working knowledge of the Road Traffic Act, Road Traffic (Vehicles) Act, Road Administration Act, and Road Traffic Code.

Stakeholder Relationships

- Build and maintain effective working relationships with all other internal and external stakeholders.
- Build and enhance collaborative working relationships with team members and stakeholders across HVS Branch.

The incumbent of the position may be required to work some after hours and weekend shifts.

The Heavy Vehicle Access Branch business hours are:

- Monday-Friday from 7:00am – 6:00pm.
- Saturdays and Sundays from 7:00am – 3:30pm
- WA Public Holidays from 7:00am – 3:30pm.

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL		POSITION NO
HEAVY VEHICLE PERMITS MANAGER	LEVEL 6	P0060856

HEAVY VEHICLE PERMIT TEAM LEADER LEVEL 4

POSITIONS UNDER DIRECT SUPERVISION

List the position numbers, titles and levels of positions directly supervised

TITLE and LEVEL	POSITION No
Heavy Vehicle Services Officer	LEVEL 3

ALL POSITIONS UNDER CONTROL

State number of positions only

CATEGORY	NUMBER
Salaried, Wages	up to 5

TOTAL	Up to 5
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SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE

ESSENTIAL

- Sound skill, knowledge and experience in:
 - interpreting and applying legislations, policies and procedures in a regulatory environment
 - technical assessment practices
 - research, analysis and problem solving
 - provision of customer focused service
 - building and enhancing stakeholder and customer relationships
 - supervision of employee behaviour, performance and development
- Knowledge of:
 - road network of Western Australia and restricted access vehicles
 - Road Traffic Act, Road Traffic (Vehicles) Act, Road Administration Act and regulations
 - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity
- Possession of a current Western Australian 'C' Class (car) motor vehicle drivers licence or an approved equivalent.

DESIRABLE

- A Diploma in Business.

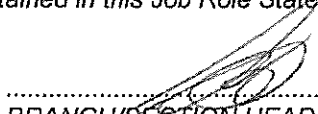
OTHER REQUIREMENTS

Appointment to this role is also subject to:

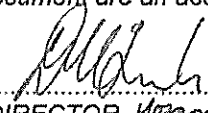
- Applicant's willingness and ability to act as the 'out of hours' contact person for the Access Branch.

CERTIFICATION


1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE		DATE	2.07.2018
	BRANCH/SECTION HEAD		

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

SIGNATURE		DATE	3/7/18
	EXECUTIVE DIRECTOR North Southern REGIONS		

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE		DATE	4/9/18
	MANAGER HR BUSINESS		