



# JOB DESCRIPTION FORM

## SECTION 1 – OFFICE IDENTIFICATION

EFFECTIVE DATE OF DOCUMENT: 03/12/2018

GENERIC JOB DESCRIPTION FORM FOR POSITIONS: DPC11006, DPC11007

**ORGANISATION:**  
Department of the Premier and Cabinet

**DIVISION:**  
State Services

**BRANCH:**  
Executive Services

**SECTION:**  
Executive Transport Services

**CLASSIFICATION:**  
TL

**TITLE:**  
Team Leader

**AGREEMENT/AWARD:**  
Executive Transport Services Employees Agreement

**LOCATION:**  
Perth

## SECTION 2 – REPORTING RELATIONSHIPS

**Manager, Executive Transport Services**  
Level 6

Other offices reporting to this office	
Title	Level



**TEAM LEADER**  
TL

Officers under direct responsibility	
Title	Level
Executive Transport Officers	ETO



## SECTION 3 – KEY RESPONSIBILITIES

In consultation with the Manager, Executive Transport Services, coordinates a team of Executive Transport Officers and provides a high standard of chauffeuring and support services to meet the needs of the Premier, Ministers of the Crown and other high profile clients.

## SECTION 4 – STATEMENT OF DUTIES

### Summary of Duties

### Details

#### **OPERATIONAL SUPPORT**

- 1.1 Coordinates Executive Transport Services branch's service delivery operations for a week, on a two weekly basis or as required.
- 1.2 Manages a team of Executive Transport Officers.
- 1.3 Coaches and mentors team as required.
- 1.4 Carries out team training as required.

#### **CHAUFFEURING SERVICES**

- 2.1 Provides a high level of chauffeuring and support services to the Premier, Ministers of the Crown and other clients as directed by the Manager or delegated officer.
- 2.2 Provides chauffeuring and support services to the Department's protocol branch. This includes liaising with senior level officers and dignitaries and often dealing with sensitive and confidential issues.
- 2.3 Maintains accurate daily records of hours worked, distances travelled and other records as required using electronic and manual recording systems.
- 2.4 Prior to travel each day, conducts safety checks including, but not limited to, tyre and fluid level maintenance on the assigned Minister's vehicle. Reports on service and/or repairs required to the Manager or delegated officer.

#### **OTHER**

- 3.1 Performs other duties as directed by the Manager or delegated officer.

## **SECTION 5 – SELECTION CRITERIA**

### **ESSENTIAL**

Experience in a similar passenger transport related industry.

Supervisory experience including experience interpreting and applying industrial workplace arrangements.

Excellent communication and interpersonal skills and the ability to work in a team environment.

Decision making and time management skills, with the ability to maintain confidentiality.

Demonstrated computer skills (Microsoft Office suite).

Knowledge of the West Australian and Perth Metropolitan areas and knowledge of traffic regulations.

### **DESIRABLE**

Rostering experience will be highly regarded.

### **PRIOR TO COMMENCEMENT**

You will be required to undertake and pass a medical examination and every two years thereafter.

You will be required to obtain a National Police Clearance.

You will be able to demonstrate you hold a current Western Australian 'C' class driver's license with no outstanding suspensions as confirmed by a State Traffic Certificate and will be required to sign an 'authority to check license form' to allow periodic license checks by the employer.

You will be available to work every other weekend, most evenings and five public holidays. You will also be required to drive long distances and stay overnight on occasions.

Must have own reliable transport.

### **Other Employment Conditions**

Occasional out of hours contact, including the weekends will be required to meet operational demand.

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**SECTION 6 - CERTIFICATION**

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

**BRANCH/DIVISION HEAD**

**DIRECTOR GENERAL**

**SIGNATURE:**

**SIGNATURE:**

**DATE:**

**DATE:**

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As Manager I have reviewed the statement of duties and agree this is a current and relevant document.

<b>NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>	<b>INITIALLED BY HRSB</b>

As the Employee I have reviewed the statement of duties.

<b>NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>	<b>INITIALLED BY HRSB</b>