



## Vehicle Compliance Examiner

<b>Branch:</b>	Authorised Inspection Stations
<b>Directorate:</b>	Driver and Vehicle Services
<b>Position Number:</b>	00014134
<b>Classification:</b>	Level 4
<b>Physical Location:</b>	Innaloo
<b>Award/Agreement:</b>	Public Service Award & Public Sector CSA Agreement 2022

### **Our Purpose:** *Empowering a Thriving Community*

The Department of Transport (DoT) together with Main Roads WA and the Public Transport Authority forms the Transport portfolio. DoT seeks to connect people and places to keep Western Australia moving towards a safer, healthier and more sustainable future.

### **Our Values:**

<b>Collaboration</b>	<i>Working together, we get things done</i>
<b>Wellbeing</b>	<i>Looking after ourselves and supporting others</i>
<b>Adaptability</b>	<i>Always open to possibilities</i>
<b>Accountability</b>	<i>Taking ownership, we deliver</i>

DoT promotes a diverse workforce and embraces a high standard of equal opportunity, health and safety, and ethical practice. DoT is a values-based organisation committed to empowering a thriving community. Join us and work in a role where you can bring your best self to work and leave work having been seen and heard, and able to contribute meaningfully to the communities throughout Western Australia.

## 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. It also regulates the passenger transport industry for hire or reward, in line with the Transport (Road Passenger Services) suite of legislation.

DVS has one of the greatest number of interactions with the public of any State Government Agency. Managing licensing functions for over 1.9 million WA registered drivers and over 3 million WA registered vehicles. To ensure 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

- Examines vehicles as required to determine compliance with vehicle standards and associated business rules and procedures.
- Audits vehicle examination reports submitted by Authorised Inspection Station personnel for compliance with vehicle standards and associated rules and procedures.
- Provides an advisory service to internal and external customers on legislative and technical standards associated with vehicle examinations.
- Assists with the training and mentoring of Authorised Vehicle to ensure that vehicle examination requirements are being conducted in accordance with business rules and procedures.

## Work Description

### 1. VEHICLE IDENTIFICATION AND EXAMINATION

- 1.1 Examines vehicles and documentation provided for vehicles inspected by others, for compliance with the requirements of the Western Australia's 'road law' as defined in the Road Traffic (Administration) Act 2008 including Australian Design Rules, legislative and policy requirements, processes and procedures.
- 1.2 Conducts on-site vehicle examinations as required to provide feedback, training and mentoring on vehicle examination process.
- 1.3 Prepares written reports on outcomes of vehicle inspections and visits to Authorised Inspection Stations including recommendations regarding findings.
- 1.4 Assists with training new Authorised Vehicle Examiners and provides post training assistance.
- 1.5 Provides vehicle examination and an advisory service to internal and external customers on statutory and licensing requirements.
- 1.6 Undertakes further investigation of vehicles where vehicle identity is not clearly evident on first inspection and refers for adjudication where necessary.
- 1.7 Assesses vehicle modifications and issues Modification Approval Certificates.
- 1.8 Assesses vehicles for conditional licencing and applies conditions within established guidelines.
- 1.9 Verifies, enters and updates vehicle information in Licensing and other related databases, ensuring that data integrity is maintained.
- 1.10 Assesses paperwork for conditional licensing and applies conditions within established guidelines.

### 2. OTHER

- 2.1 Audits examination reports from vehicle examination centres and authorised vehicle examiners working at Authorised Inspection Stations to ensure vehicles meet legislative and other requirements.
- 2.2 Assists senior staff with ongoing development and on the job coaching and training and mentoring of new staff.
- 2.3 Works in collaboration with other departmental staff on vehicle compliance and standards matters and fosters mutually beneficial relationships that enhance customer service outcomes.
- 2.4 Attends court hearings and gives evidence in respect to vehicle examinations when required.
- 2.5 Performs 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:

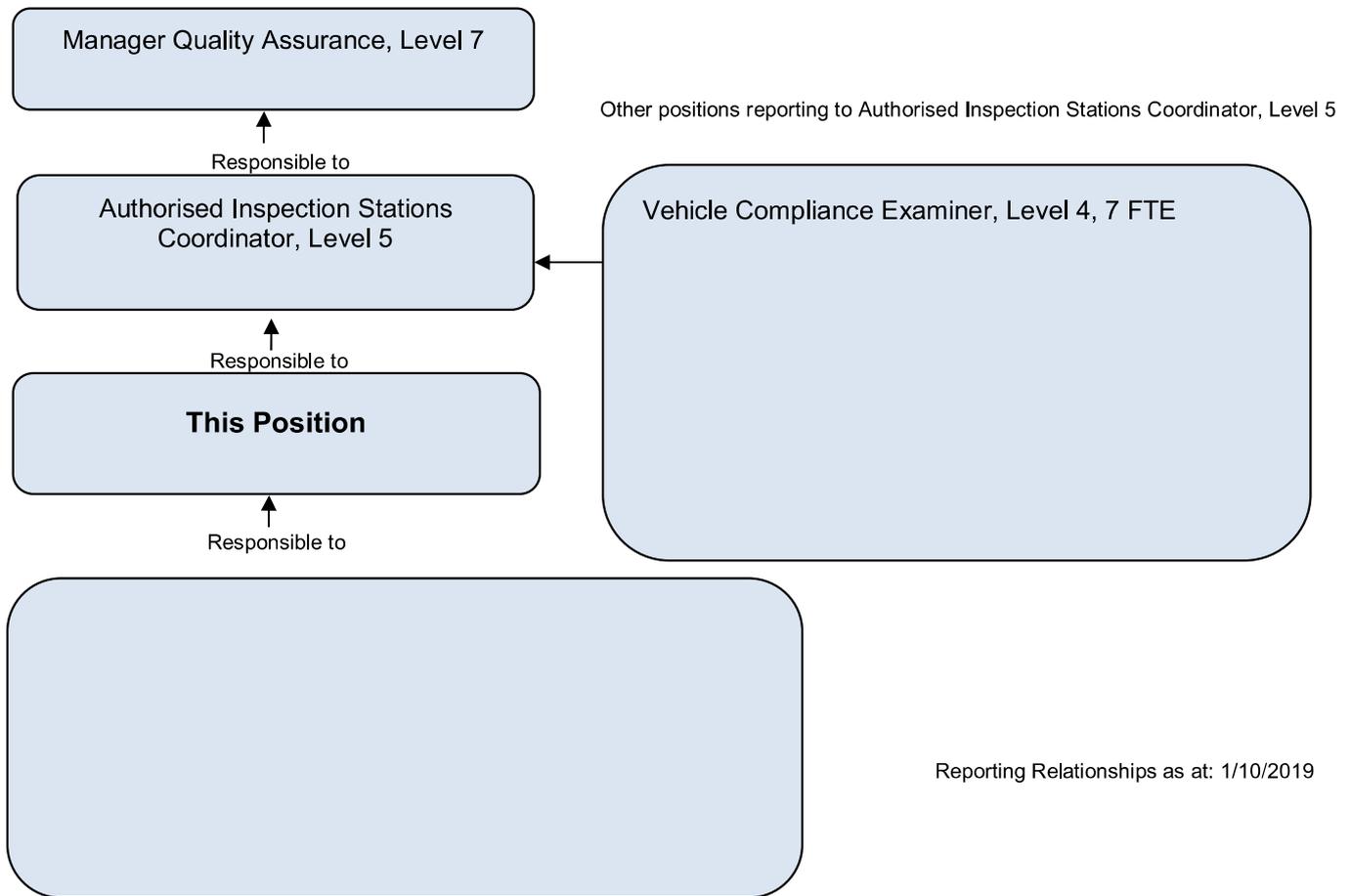
1. Trade qualifications as a motor mechanic and a broad automotive background with mechanical knowledge on all types of vehicles.
2. Prior to appointment, possession of a current Western Australian MR or HR and RE class of driver's licence (or equivalent) and willingness to obtain HC and R classes of licences at Departmental expense, prior to completion of any probationary period.
3. Sound verbal and written communication skills including the ability to operate computer devices (eg: PC, Tablets).
4. Proven negotiation and conflict resolution skills including sound customer service skills and the ability to impart knowledge in a mutually beneficial and professional manner.
5. Proven analytical, research and problem-solving skills including the ability to understand and apply legislation, policies and procedures.
6. Ability to work effectively with minimal supervision and constructively as a team member.

#### DESIRABLE:

1. Knowledge and some understanding of current vehicle regulations and vehicle registration and driver licensing policies and processes.
2. Proven experience in training individuals and small groups applying the principles of adult learning.



## Reporting Relationships



## Allowances/Special Conditions

- LOCATION - Perth Metropolitan Area and occasional intrastate travel.
- A current National Police Clearance Certificate incorporating criminal and traffic convictions and infringements is required for this position.
- Uniform may be supplied.
- SPECIALISED EQUIPMENT OPERATED - Equipment used in the examination of vehicle.

## 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 Culture**