



LAND TRANSPORT AUTHORITY

JOB DESCRIPTION : National Manager Enforcement

Corporate Information

Role :	National Manager Enforcement
Unit :	Enforcement
Level :	Salary range- Band 6
Duty Stations:	Head Quarters
Reports to :	General Manager Technical Operations
No. of Subordinates :	TLRSO – 3, TLLM – 1, TLIPU – 1, EA - 1, AO – 1.

Organisation Chart

The organisational chart for Enforcement and reporting autonomy is described below.



Overview of the Position

Position Purpose:

The primary responsibility of this position is to coordinate all enforcement related activities in all regions, implement strategies and provide feedback to General Manager operations for improvements.

Key Responsibilities:

To ensure social justice, good faith employment relations and productivity driven workplaces, the positions will achieve its purpose through using the following processes:

MAIN RESPONSIBILITIES OF THE ROLE

1. Developing and updating a strategic plan for the delivery of traffic enforcement service. This plan will include type of facilities required, petrol service, investigative service, types of service delivery and other relevant topics. The Plan would serve as a roadmap for future services and would be revised as need arises.
2. Planning activities for enforcement officers, monitoring traffic offences, complaints and making recommendations for new strategies with updates to enforcement officers.
3. Coordinating and communicating with regional team leaders, disseminating key plans and strategies, getting feedback from team leaders and observing activities on the ground noting critical issues and areas of concerns and highlighting them to management proposing solutions.
4. Attend stakeholder meeting and developing partnership with other enforcement agencies. (Police traffic unit and municipal councils).
5. Preparing board papers, drafting publications relating to enforcement, preparation of departmental budgets.
6. Attend customer complaints referred to CEO's and GMTO'S office. Coordinate procurement of operational equipment and consumables.
7. Manage projects such as acquisitions of vehicles, portable scales and other major equipment as per need. Preparation of PSIP and board papers, coordinating tender and evaluation, consulting vendors and facilitating agreements and other documentation.
8. Drafting and reviewing of Job Descriptions for all position reporting to Manager Enforcement and carrying out performance review.
9. Facilitating and conducting workshops and trainings for enforcement officers.
10. Overseeing collection of data and preparations of monthly and annual reports.

11. Preparing contract renewals for attaches, project officers with recommendation for additional services when required.
12. May occasionally be assigned to other duties to meet technological changes or emergencies.

PERSON SPECIFICATION:

Have relevant qualifications in Management, Commerce, Employment/Industrial Relations and Public Administration or with Over 15 years working experience in similar role. The following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Through knowledge of all phases of enforcement work including investigations and management of operations center with sound knowledge of computers and good communication and presentation skills.
2. Basic knowledge and understanding of the Fijian Constitution (2013), considerable knowledge of regulations and procedures of enforcement department.
3. Knowledge of administration principles and practices including office management, personnel, and general budgetary with special emphasis on area of road traffic safety.
4. Knowledge of supervisory principles, practices and ability to effectively plan, assign, train, supervise and evaluate the work or sub-ordinates to maintain discipline and high morale.
5. Understanding of teams and how to work within a high expectation service-oriented environment and able to deal tactfully and effectively with the public and other employees.
6. Knowledge of how to manage people and get the job done and hold people accountable for their actions.

Skills and Abilities

1. Ability to carry out special and general assignments in a timely manner, requiring understanding of departmental procedures and able to develop procedures without direct supervision.
2. Ability to analyse enforcement problems and to adopt quick, effective and reasonable causes of action with due regards to surrounding hazards and circumstances. Ability to assess multiple sides of an issue, demonstrated ability to analyze and solve complex problems in a resource constrained environment
3. Good communication skills. Writing emails, Memos and addressing sub-ordinates, updating management and communicating with stakeholders, vendors and the public. Ability to speak and write effectively, and to evaluate written and oral reports and to make recommendations to improve enforcement services.
4. Ability to work effectively with supervisors and to set and maintain a positive role model for all personnel. Ability to plan, organize, coordinate, direct and evaluate the work of supervisors and support staff.
5. Good decision making skills. Ability to interact with people from diverse cultural backgrounds both internal and external. Ability to emphasize fairness, equity and accountability. Ability to maintain confidentiality and neutrality, in a sensitive environment.
6. Capacity to utilize computer programs to support daily operational tasks.
7. Demonstrated ability to effectively work as a team in a service oriented environment to undertake any given task.

PERSONAL CHARACTER AND ELIGIBILITY

Applicants for the said employment for LTA must be Fiji Citizen, and in sound health. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment (if applicant is from outside LTA).

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

ACCEPTANCE

I _____ accept this Position Description in accordance to the Terms and Condition of Employment of Land Transport Authority.

Prepared by: General Manager Technical Operations

Signature: _____ **Date:** _____