



## **JOB DESCRIPTION: MANAGER STANDARDS AND ENGINEERING.**

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### **CORPORATE INFORMATION**

<b>Position Level</b>	:	Manager Standards and Engineering
<b>Salary Range</b>	:	\$52,666 - \$56,616
<b>Location</b>	:	Valelevu
<b>Reporting Responsibilities</b>	:	
<b>Direct Reporting</b>	:	<b>GMTO</b>

### **POSITION PURPOSE**

The position will take a lead role at the strategic level and plan, organize, direct, control and coordinate the Standards and Engineering Unit.

This position reports to the General Manager Technical and Operations.

### **KEY RESPONSIBILITIES**

1. Monitor organizational compliance to Land Transport Act and Regulations.
2. Initiate, plan and develop Standards and Engineering strategies.
3. Coordinate manpower to monitor Standards and Engineering consistency.
4. Ensure that operational projects to be compliant with Annual Cooperate Plan.
5. Ensure all vehicles registered are compliant to Transportation Standards.
6. Initiate and provide advice on Standards and Engineering improvements.
7. Ensure Standards and Engineering compliance to OHS Standards and Regulations.
8. Formulate, implement and monitor all Standards and Engineering policies.
9. Review and innovate changes in Standards and Engineering.
10. Liaise with Training Officers on training of required staff on the Standards and Engineering plus preparation of training manuals.
11. Initiate and provide advice on improvements of Standards and Engineering.
12. Communicating the Standards and Engineering policies to the authorized motor vehicle dealers, inspection agencies, bus operators, authorized garages, taxi operators and mini buses and relevant stakeholders.
13. Formulate and document all policies and procedures for Standards and Engineering.

14. Adequately respond to issues that are related to Policies, Procedures, Standards and Engineering.
15. Advise management on improvement of Policies and Procedures.
16. Deliver awareness training on policies and procedures.
17. Research and propose new business initiatives/projects/programme in terms of Standards and Engineering.
18. Plan, implement and manage new business initiatives or projects.
19. Communicate and lead the team in implementing the Standards and Engineering change process both internally and externally.
20. Build and maintain working relationship within the stakeholders and transport industry.
21. Ensure prompt response to stakeholders on Standards and Engineering matters.
22. Set budget and monitor expenses for the Standards and Engineering section.
23. Set measures, monitor and assess staff performance.
24. Guide and coach Standards and Engineering staff in maintaining quality work within the timeline allocated.
25. Provide timely, monthly and annual Standards and Engineering section report.
26. Any other task assigned by the General Manager Technical Operations.

#### **KEY PERFORMANCE INDICATORS (KPIs) (Minimum of 5 KPIs)**

1. **Business Performance** - Monitor the performance of section/division against set projections/objectives.
2. **Change Management** - Diagnose change issues/new directions; establish the necessary organizational capabilities and responses
3. **Planning** - Develop/review a work plan for sections (multiple operations to achieve specified objectives).
4. **Resourcing and Organizing** - Establish the resource levels to achieve targets and objectives and identify and communicate the key responsibilities and priorities (Section focus)
5. **Systems and Procedures** - Undertake defined modifications/reviews to procedures; draft manuals/instructions.
6. **Customer Focus** - Monitor the standard of work for your team/unit against established standards.
7. **Leadership** - Work with employees providing encouragement and direction, setting and focusing on common goals. (Team/Unit focus)

8. **Facilitation** - Allocate responsibility for outcomes, propose the approach and accept accountability for the outcomes. (Section focus).
9. **Technical Strength** - Develop the technical solution for a situation using accepted procedures and principles- technical adviser.
10. **Legal Compliance** - Prepare response that require an operating knowledge of laws and regulations relating to a service.

## **PERSON SPECIFICATION**

### **Knowledge and Experience**

- A Degree in Engineering or Engineering Technology in either Automotive/Mechanical/Electrical/Electronics or Equivalent.
- A Masters in Engineering or Masters in Business Administration with a GPA of above 3.5 is desirable.
- At least 3 years' experience in formulation of policies and in Management role.
- Must be familiar with the Land Transport Act 1998 and Regulations 2000.

### **Skills and Abilities**

- Ability to provide practical advice on procedures, policies and standards.
- Must be familiar with the Transportation Regulations and the LTA Procedures and Policies.
- Must have sound influence and networking skills.
- Must be computer literate and well versed with Microsoft Office Programs.
- Must have good oral and written communication skills.

### **Personal Character and Eligibility**

- An Honest person with integrity;
- Transparent and Accountable;
- Customer Focused;
- Self-sufficient and Confident;
- A Team Player;
- Analytical;
- Disciplined;
- Flexible and Adaptable;
- Creative;
- Energetic;
- Well organized