



LAND TRANSPORT AUTHORITY

JOB DESCRIPTION : Senior Road Safety Officers (ALL POSITIONS)

Corporate Information

Role :	Senior Road Safety Officer
Unit :	Enforcement
Level :	Salary Range- Band 7
Duty Stations:	Western, Northern , Central Eastern
Reports to :	Team Leader RSO
No. of Subordinates :	All RSO

Organisation Chart

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



Overview of the Position

Position Purpose:

The primary responsibility of this post is to enforce motor vehicle and traffic-related offences, deal with complains under Land Transport ACT 1998, Land Transport (Vehicle Registration Construction, Driver, Public Service Vehicle and Traffic) Regulation 2000, and carry out a roads policing with communities, schools on rules of the road as stipulated in the Annual Corporate Plan and Strategic Plan.

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 Senior Road Safety Officer:

1. Assist Team Leader Enforcement in monitoring traffic offences, complains and developing and updating a strategic plan for the delivery of traffic enforcement services.
2. Assist Team Leader Enforcement in preparing updates for contract renewals for attaches; provide the initial field training to new RSO recruits with recommendations.
3. Should be able to serve as acting supervisors on a temporary or short term basis as required also occasionally be assigned to other duties to meet technological changes or emergencies.
4. Providing a point of contact for citizen questions and concerns relative to public road safety.
5. Managing on-road undertaking high visibility patrols set up and manage road check points with RSO. Assist RSO in Issuance of TINs to all motor vehicle drivers and owners for not complying with LTA ACT 1998 and Regulations (2000).
6. Arranging the removal of unattended, broken down, abandoned vehicles or debris, fallen objects from highways.
7. Able to guide RSO for Issuance of Defects Orders for non-compliance vehicles operating on our roads under Vehicle Registration and Construction Regulation 2000 and advise customers on nature of defects found and procedures for clearing of defect orders.

8. Attend legal proceedings and provide evidence in court as a witness as and when required Testifies in court regarding the circumstances surrounding and reasons for issuing TIN citations.
9. Attend to 582 text and PSV complains Issues warnings notices to drivers, owners, prepare show cause file, record statements and Issuance of TINs to all motor vehicle drivers and owners for not complying LTA ACT 1998 and Regulations (2000).
10. Directs vehicles and pedestrians traffic at an assigned intersection or in special situations such as traffic accidents, police and fire emergencies and intersections with inoperative traffic signals to prevent congestion and expedite safe and orderly movement of traffic.
11. Maintains a daily log which describes activities during a tour of duty including citations issued citizen complaints or unusual situations in which the officer was required to direct traffic.

PERSON SPECIFICATION:

Have a Diploma in Automotive/Mechanical Engineering or Diploma in management employment/industrial relations, public administration or in similar position, with 5 years working experience, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Thorough knowledge of all phases of enforcement Department work, traffic investigation, apprehension and rules of evidence, management of operations center with 3 years of working experience.
2. Knowledge of basic administration principles and practices including office management, personnel with basic understanding of the Fijian Constitution (2013) and applicable traffic laws / signs for Fiji roads and road safety responsibilities.
3. 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.

4. Able to communicate effectively with the public and in court for the purpose of giving explanations with reasons.
5. Knowledge of supervisory principles and practices and ability to effectively plan, assign, train, supervise and evaluate the work of subordinates to maintain discipline and high morale.
6. Capacity to utilize computer programs to support daily operational tasks.

Skills and Abilities

1. Ability to effectively carry out special and general assignments in a timely manner, requiring organization of material and development of procedures without direct supervision.
2. Ability to analyze enforcement problems and to adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances.
3. Ability to establish, maintain effective working relationships with other public officials, the general public and analyses and contribute to resolving complex problems using available resources.
4. Ability to speak and write effectively, and to evaluate written and oral reports and make recommendations to improve enforcement services.
5. Ability to work effectively with Supervisors and to set and maintain a positive role model for all personnel. Ability to plan, organizes, coordinate, direct and evaluate the work of supervisory and support staff.
6. Excellent communication, negotiation skills. Write clear and complete reports describing activities, problems, incidents and special circumstances. Demonstrated ability to complete investigation or relevant tasks in a timely manner.
7. Ability to assess multiple sides of an issue, demonstrated ability to analyze and solve complex problems in a resource constrained environment. Good decision making skills.
8. Demonstrated ability to emphasise fairness, equity and accountability and maintain confidentiality and neutrality, in a sensitive environment.
9. Demonstrated ability to effectively work as a team in a service oriented environment to undertake any given task.

