

Role Statement



TITLE OF POSITION: Instructor (Casual) Rider Safe
CLASSIFICATION LEVEL: OPS-2

Organisation Overview

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by providing safe, effective and efficient planning, transport and infrastructure networks across the state and facilitating development of the State's Infrastructure, in accordance with South Australia's Strategic Plan and the State Infrastructure Plan.

DPTI is a values based organisation and relies on its people to live the values through positive behaviours to improve outcomes for employees and all South Australians.

By working together we capitalise on a unique and powerful opportunity – to connect with every part of our community and deliver positive outcomes every day.

Division

Safety and Services Division comprises four directorates: Public Transport Operations, Asset Management, Infrastructure Delivery and Regulation.

The Regulation Directorate comprises six sections: Vehicle Operations, Standards and Accreditation, Registration and Licensing Systems, Registration and Licensing Regulation, Regulatory Projects and Marine Operations.

Regulation is particularly concerned with safe access (permission or entry) to the road and waterway networks and ensuring appropriate behaviour on them.

In order to meet the objectives of the directorate, the Regulation Directorate is:

- actively pursuing technology solutions to ease regulatory burden and remove red tape;
- aligning regulatory activity to measurable and sustainable outcomes
- promoting both flexible and innovative responses where there are instances of non-compliance, and,
- prioritising resources towards those that present the highest risk to the community while acknowledging those who consistently demonstrate a culture of serving the community by complying with the rules.

Directorate:
Position Number:
ANZCO Code:
Location: #OPS2 Template #10857565 (9404007)



Government of South Australia
Department of Planning,
Transport and Infrastructure

Role Overview

The Rider Safe Instructor is accountable to the Coordinator Rider Safe for:

- the delivery of theoretical and practical Basic (Level 1) and Advanced (Level 2) Ride Safe motorcycle instruction training and the Returning Rider Course in accordance with Rider Safe policies, best practice procedures and customer service standards;
- contributing to the ongoing, best practice improvement of the Rider Safe program which incorporates a strong focus on road safety outcomes;
- assisting with the general and routine maintenance of the motorcycle fleet.

Key Outcomes of the Role

The Instructor Rider Safe is required to undertake a wide range of activities which may include all or any of the following:

- a. Assisting with the delivery of operational or technical work programs, services and projects that are consistent with agency and the whole of government strategies, policies and priorities and deliver the Section's objectives.
- b. Supporting the training of staff for small field or trade based operations or programs, which contributes to achievement of a consistent standard of work quality and/or compliance with regulations, codes, and specifications.
- c. Providing timely operational information, as requested, and contributing technical or operational skills, that support the delivery of program related reporting, performance benchmarking and auditing functions.
- d. Liaising with staff, service providers and customers to support the delivery of operational or technical work programs, services and projects.
- e. Assisting with the implementation of policies, standards, guidelines and procedures to meet program or section goals and objectives.
- f. Contributing to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with legislative requirements, the [Code of Ethics for the South Australian Public Sector](#), equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.
- g. Contributing to a high standard of customer service for internal and external clients and quality management and risk.

Special Conditions and Essential Requirements

This role has been classified as a position of trust. The incumbent is subject to a satisfactory criminal history / record check in line with departmental policies and procedures.

This role is casual and hours of attendance will be rostered.

Required to work on weekends.

May be required to work at various Rider Safe locations.

Must be prepared to wear the Department's Rider Safe uniform and personal protective equipment, which is provided, during Rider Safe courses.

Qualifications / Licences

- a. Must hold a current South Australian Motorcycle licence.

Person Capabilities

- a. Demonstrate awareness and respect for Aboriginal and Torres Strait Islander people’s cultural values and social issues that may impact on their ability to access services and programs.
- b. Demonstrates a commitment to exhibiting and inspiring their team members and workforce to actively engage in the behaviours that reflect the DPTI values including:
 - i. **Collaboration** – “At DPTI we work collaboratively as one team to serve the South Australian Community. This means our diversified teams work together to achieve our shared goals.”
 - ii. **Honesty** – “At DPTI we are honest, open and act with integrity. This means we are truthful, sincere and transparent in our decision making and act at all times in such a way as to uphold the trust of the people we work with.”
 - iii. **Excellence** – “At DPTI we are committed to excellence in everything we do. This means we use our energy, skills and resources to make whatever we’re doing the best. We are committed to ensuring the Health and Safety of our employees and customers.”
 - iv. **Enjoyment** – “At DPTI we enjoy our work and recognise our success. This means we have fun at work, celebrate our achievements and foster an environment where our people can thrive”.
 - v. **Respect** – “At DPTI we respect, understand and value ourselves and every person in our business. This means we listen, embrace diversity in others and have a consistent application in our approach to one another.”
- c. Exhibit behaviours that model integrity, professional accountability and diversity across the department, across-government, and community interactions in line with the SA Government's Code of Ethics and the *Equal Employment Opportunity Act 1987*.
- d. Demonstrates commitment and accountability to the implementation of the Premier’s Safety and Wellbeing Declaration and requirements of the *Work Health and Safety Act 2012*, utilising AS/NZS ISO31000:2009 Risk Management or equivalent.
- e. Listens and responds to customers' by adhering to DPTI's systems, processes and policies and using clear, appropriate and concise communication.
- f. Ability to troubleshoot issues associated with the delivery of operational programs and services, including providing timely and accurate information to support the achievement of program objectives.
- g. Experience in the application and use of a range of tools and equipment relevant to the delivery of operational or technical services, projects or programs.
- h. Understanding of the quality and risk requirements and functions of a technical services or operational program.

Delegate Approval

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Name

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Signature

Date: / /