

# Role Statement



TITLE OF POSITION: Tier 2 Vehicle Identity Assessor  
CLASSIFICATION LEVEL: OPS2

## 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

The Safety and Services Division comprises four directorates: Operational Services; Asset Management; Safety and Policy Programs; and Project Delivery and Asset Maintenance.

Operational Services is about the safe and efficient movement of people and goods, whether this occurs on the road, rail or marine networks. It is also established to ensure public transport is running on time to benefit South Australians.

## Role Overview

The Tier 2 Vehicle Identity Assessor is accountable to the Tier 2 Supervisor Vehicle Identity Assessment for undertaking detailed inspections of vehicle identifiers on a wide range of vehicles.

## Key Outcomes of the Role

The Tier 2 Vehicle Identity Assessor is required to undertake a wide range of activities which may include all or any of the following:

- a. Undertaking detailed examinations of vehicle identifiers in accordance with Agency guidelines paying particular attention to any alterations that could indicate that a vehicle has been stolen.
- b. Verifying identifiers and recording details accurately for input into relevant computer systems.
- c. Conducting stolen vehicle checks in accordance with established procedures.

Directorate: Operational Services  
Position Number: SR0379, SR1320, SR1321, SR1322  
SR1323, SR1324, TS3794  
ANZCO Code: 8393  
Location: Regency Park  
KNet No: #9587751



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- d. Seizing stolen vehicles when required.
- e. Conducting basic roadworthiness assessments and issue defect notices when required.
- f. Contributing to the sustainment and improvement of quality focused services and maintaining good working relationships with staff, service providers and customers.
- g. 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.
- h. 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.

Location is at Regency Park but may be assigned to other locations to perform work.

Must wear Agency uniform.

Intrastate travel involving overnight absences and outside of normal hours may be required.

May be required to give evidence in court matters relating to stolen vehicles.

### **Qualifications / Licences**

- a. Nil.

### **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. Works collaboratively with staff to deliver work and to contribute to the evaluation of service performance objectives.
- g. Experience in utilising discrete operational or technical skills to support the delivery of operational programs, services, projects and functions.
- h. Ability to work effectively under general direction, including organising workloads, effectively utilising available resources and applying an understanding of quality and risk requirements.

Delegate Approval

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Name

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Signature

Date:     /     /