

Role Statement



TITLE OF POSITION: **Manager, Registration & Licensing Regulation**

CLASSIFICATION LEVEL: MAS-3

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 Service comprises of Operations Directorate, Asset Management Directorate, Infrastructure Delivery Directorate and Regulation Directorate.

Role Overview

The Manager Registration and Licensing Regulation is responsible for providing high level leadership to a team of staff to oversee and ensure the effective delivery of registration and licensing policy; regulation functions and procedures that guide the delivery of compliant, secure; timely and relevant registration and licensing operations; processes and services. The Manager is also responsible for the oversight and delivery of statewide "RiderSafe" motorcycle training courses.

The position leads all regulation aspects aspect of the department's Licensing and Registration functions, ensuring that agencies complies with critical policy changes for licensing and registration functions across the state. This requires the incumbent to conduct significant liaison and negotiation with a range of agencies, including at a national level, in order to ensure the achievement of nationwide consistency in the policy and legislation implemented, and to ensure that all critical risks and complexities related to this significant area of operation are identified, addressed and incorporated into relevant policy and processes.

The position leads the delivery of complex license regulation operations and processes (medical fitness to drive and licensing disqualifications, restrictions and exemptions). In this

Directorate: Regulation
Position Number: TS2389
ANZCO Code:
Location: #10580697



Government of South Australia
Department of Planning,
Transport and Infrastructure

capacity, the incumbent has a significant role in managing interactions with a range of departments including South Australia Police, the South Australian court system and the Attorney-General's Department, to ensure the effective administration of provisions under the *Motor Vehicles Act 1959*. The scope and functions of this role are critical to the achievement of the department's licensing and registration obligations, goals and strategies in terms of the development, implementation and management of a range of policies and processes that ensure compliance with the regulatory requirements of state and national transport legislation.

Key Outcomes of the Role

The Manager Registration and Licensing Regulation is required to undertake a wide range of activities which may include all or any of the following:

- a. Leading and managing a range of complex and critical programs, projects, systems and/or services that are consistent with agency and whole of government strategies, policies and priorities and deliver the Section's objectives, including leading and managing change within DPTI.
- b. Leading, influencing and motivating staff, clients and others in the achievement of difficult and sometimes conflicting objectives.
- c. Resolving complex issues with innovative solutions that are consistent with the SA strategic objectives and national and international developments.
- d. Shaping, monitoring and evaluating business plans to achieve substantial improvement in a core aspect of the department.
- e. Formulating policies and practices that influence the direction on key corporate issues, position the organisation to meet future challenges and enable the achievement of the Section's goals and objectives.
- f. Managing substantial and complex financial and human resources to achieve corporate goals.
- g. Leading major programs, projects, systems and/or services affecting key and core elements of the agency's mission or operations.
- h. Negotiating ideas and concepts with the Chief Officer and General Managers to achieve the adoption of specific procedures, methods and strategies
- i. 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.
- j. Contributing to a high standard of customer service for internal and external clients and quality management and risk.

Special Conditions and Essential Requirements

Some out-of-hours' work will be required. Intra/interstate travel necessitating overnight absences may be required.

Qualifications / Licences

- a) Relevant legal, political science or government and public management tertiary qualifications or equivalent regulatory knowledge and experience.

Person Capabilities

- a. Demonstrated understanding of Aboriginal and Torres Strait Islander peoples' cultures and social issues, with the ability to recognise and address barriers to Aboriginal and Torres Strait Islander people's participation in departmental policies, programs and services.
- b. Facilitates DPTI's cultural change by leading, modelling and engaging the workforce to embrace and exhibit the DPTI values and behaviours 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. Drives a culture of integrity, professional accountability and diversity across the department and across government, and through community interactions in line with the SA Government's Code of Ethics and the *Equal Employment Opportunity Act 1987*.
- d. Drives a culture of commitment and accountability in 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. Extensive experience in leading, motivating and influencing staff, driving work objectives for improved performance across strategically aligned multifaceted activities.
- f. Demonstrated strategic thinking and ability to act with urgency, accept and expect responsibility, successfully lead and implement solutions and change and risk management initiatives across an organisation
- g. Comprehensive knowledge of, and experience in advising on, the issues, risks, trends and directions associated with the unit's programs, paying heed to social, economic and commercial considerations.

- h. Comprehensive knowledge of the issues, risks, trends and directions associated with the assigned services, systems and/or programs, particularly within the context of social, economic and commercial considerations.

Delegate Approval

.....

Name

.....

Signature

Date: / /