

Land Transport Authority

Job Description

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| Date: | 3rd September 2018 | Position Title | Manager-Savaii Operations |
| Division: | Savaii Operations | Classification Level | \$85,728.96 p.a (3-year Contract) |
| Directly Supervises | | | |
| Reporting Structure | The Chief Executive Officer for the effective and efficient strategic leadership and management of the Savaii Division to ensure the achievement and sustainability of the LTA's business goals and objectives. | | |

Primary Objective

To lead LTA operations on the island of Savaii and to ensure the implementation of procurement procedures/initiatives agreed with technical specialists in other Divisions. To contribute the specific needs of Savaii road users and road network into management team discussions and decision making.

Responsibilities

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| 1 | Lead and manage road operations and road use information and needs of Savaii to ensure these are incorporated into the National Road Programme/Road Network Plans (10 years, 3-5 years and Annual Plans) and the Corporate Plan. |
| 2 | Facilitate the timely resolution of any environmental issues or disputes that may arise during the progress and performance of Savaii road maintenance and construction work. |
| 3 | Review and report on the performance of all awarded construction and maintenance contracts (including supervision contracts). |
| 4 | Manage and closely monitor contractors to ensure they are held accountable to their obligations including the enforcement of penalties and remedial strategies and solutions. |
| 5 | Lead and manage the implementation of Road Use Management systems and procedures for vehicle inspection and registration, driver licensing and road safety. |
| 6 | Manage and facilitate effective coordination, teamwork and liaison between Savaii employees, Road Use Management and Road Operations (Upolu) divisional employees. |
| 7 | Monitor the Division's financial performance against contract budgets and road user fees, in accordance with prevailing procedures and reporting systems. |
| 8 | Coordinate and facilitate the development of performance targets and indicators, in consultation with other LTA Managers, to enable effective monitoring against plans and coach Divisional employees so that they understand their contribution to the objectives of the LTA. |
| 9 | Formulate, implement and evaluate in collaboration with other Managers management strategies and practices that improve teamwork and create a motivational work environment that enhance. |
| 10 | Develop and implement a capability building strategy for Divisional employees so that contribute to agreed LTA priorities and respond positively to internal customers. |
| 11 | Work collaboratively with IT Divisions to ensure the accuracy of information and data for better planning |
| 12 | Represent the Chief Executive Officer in Government committees and any other duties as directed. |

| Selection Criteria | | Essential - Desirable | Weighting |
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| Qualification | A degree with major in transport management/ engineering/business management or equivalent from a recognized tertiary Institution. | Essential | |
| Work Experience | At least 3 years of experience at a senior management level. | Essential | |
| Knowledge and Skills | Proven relevant experience in transport management, road licensing and regulatory systems, enforcement, policies and procedures. | Essential | |
| | Demonstrated ability to perform critical analysis and initiate related policy interventions where necessary and provide strategic advice to the Chief Executive Officer on road use, road operations and procurement/programming matters. | Essential | |
| | Demonstrated ability to collaborate, network, negotiate and engage effectively with Divisional employees, Managers and with external stakeholders in issues pertaining to Savaii Operations. | Essential | |
| | Demonstrated ability to formulate, manage and achieve planned outcomes with approved resources and within agreed timeline in accordance with acceptable quality and ethical standards. | Essential | |
| | Should be computer literate and has proven experience in Microsoft office software and other appropriate engineering and transport database. | Essential | |
| | Has sound knowledge of the following legislations; LTA Act 2007 LTA Regulations Public Finance Management Act 2001 Public Bodies Performance and Accountability Act 2001 Ministry of Works Act 2002 Labour and Employment Act 1972 Police Services Act 1977 Road Traffic Ordinance 1960 (Part IV) Road Traffic and Traffic Control Act 1990 Road Traffic Orders 1994 Accident and Compensation Act 1989 Membership of Statutory Boards and Authorities Act 2001 Public Service Act 2004 | Essential | |

| Competencies | |
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| 1 | Leadership |
| 2 | Strategic |
| 3 | People Management |
| 4 | Goals and Achievements |
| 5 | Planning and Implementation |
| 6 | Accountable and Transparent |
| 7 | Policy and Regulatory Metrics |
| 8 | Relationship |
| 9 | Flexible/use of common sense |
| 10 | Integrity & Perseverance |
| 11 | Physically Fit |

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| Prepared by: | Human Resource |
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