

Land Transport Authority

Job Description

Date:	March 2023	Position Title	Manager
Division:	ROAD USE MANAGEMENT	Classification Level	ACEO Level (3 years Contract)
Directly Supervises	RUM Division		
Reports to:	Reports to the Chief Executive Officer for the effective and efficient strategic leadership and management of the Road Use Management Division to ensure the achievement and sustainability of the LTA's business goals and objectives.		

Primary Objective

- To promote road safety by ensuring effective and efficient systems for managing and licensing registration of Samoa's Road users, both vehicles and drivers.
- To lead customer oriented approach to Road Use Management service delivery.
- To establish, implement and lead processes for collecting specified fees and revenues from road users.

Responsibilities

1	Plan and manage the work of RUM Division to ensure effective and efficient service delivery, and that sufficient resources are allocated to achieve the key performance indicators pertaining RUM under the Transport and Infrastructure Sector Plan, LTA Corporate Plan and RUM Divisional Plan.
2	Lead and manage future changes and continuously recommend necessary improvement to vehicle inspection and registration systems, processes and procedures to reflect values and principles in these systems.
3	Manage and facilitate the development and implementation of an integrated drivers' licensing system in compliance with LTA road safety Programmes and ongoing LTA initiatives in collaboration with other law enforcement agencies.
4	Co-ordinate LTA's participation and contribution to road traffic safety Programmes and action plans including a vehicles' accident reporting system in collaboration with Police, Justice, ACC, Health, Education and the community.
5	Lead, manage and implement an integration of RTAS with the wider LTA information systems to ensure the availability of road users' information to relevant government agencies.
6	Constantly evaluate and monitor the safety and adequacy of public transport, and initiating appropriate changes to the Chief Executive Officer and Management team for ongoing improvements.
7	Plan, facilitate and implement the integration of Corporate and Finance systems into vehicles registration and drivers' licenses systems, to ensure compliance with acceptable financial reporting systems.
8	Implement and maintain an effective customer feedback framework to ensure a responsive and improvement in service delivery.
9	Develop performance targets and indicators, in consultation with other Managers, to enable effective monitoring and facilitate divisional employees understanding of their contribution to LTA objectives.
10	Develop in collaboration with other Managers, and implement management strategies and practices that improve teamwork and create a motivational work environment that enhances employees' productivity and commitment.
11	Develop and implement capability building strategy for divisional employees so that they understand their roles and contributions to agreed LTA priorities and respond positively to internal customers.
12	Work collaboratively with Manager IT and Manager Legal to ensure the accuracy of road use management data to ensure integrity of the data collected and stored at LTA is maintained and can also be used for other planning purposes
13	Represent the Chief Executive Officer on Government Committees (e.g. National Energy Coordination Committee, Road Safety Committee etc.) and perform other duties and responsibilities as directed.

Selection Criteria		Essential - Desirable	Weighting
Qualification	Minimum qualification of a Bachelor Degree with a major in transport management, public administration management or equivalent from a recognized institution.	Essential	
Work Experience	Minimum of 6 years working experience in leadership and senior management level in the field of road use & transport management.	Essential	
	Sound understanding of transport securities, safety and road safety issues	Essential	
Knowledge and Skills	Demonstrated ability to perform critical analysis and initiate transport policies, vehicle registration and license promotion interventions and provide strategic advice to the CEO on road use matters.	Essential	
	Sound knowledge of the Authority's operations that are appropriate to the position	Essential	
	Demonstrated ability to collaborate, network negotiate and engage effectively with divisional staff, managers and with external stakeholders on issues pertaining to road use.	Essential	
	Demonstrated ability to formulate, manage and achieve planned outcomes with approved resources and within agreed timelines in accordance with acceptable quality and ethical standards.	Essential	
	Relevant experience and understanding of transport systems, licensing and regulatory.	Essential	
	Demonstrated ability to use database management systems for management of road use information and generating system reports for decision making.	Essential	
	Should be computer literate with proven experience in RTAS and Microsoft Office software.	Essential	
	Has sound knowledge of the following <ul style="list-style-type: none"> • LTA Act 2007, LTA Regulations • Road Traffic Ordinance 1960 • Road Traffic Regulation 1961 and amendments • Public Finance Management Act 2001 • Public Bodies Performance and Accountability Act 2001 • Labour and Employment Act 2013 • Police Service Act 2009. 	Essential	

Competencies	
1	Team Player & Team Building
2	Responsible, Listen and Respond
3	Training and coaching
4	Planning, assigning, directing and supervising
5	Integrity/Flexible/Common Sense, Trustworthy
6	Public and Customer Relation expert
7	Physically fit

Prepared by:	Human Resource
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