

Road Transport Licensing Committee Job Description

Job Title:	Goods Vehicle Inspector
Division:	Road Transport Licensing Committee ("RTLCL")
Grade:	D300 (0.13 FTE)
Responsible to:	Secretary of the RTLCL
Responsible for:	None

JOB PURPOSE

This role requires the role holder to act as an Authorised Officer under the Road Transport Act 2001, ensuring compliance with the requirements of the Act and secondary legislation with respect to the operation of goods vehicles with a fully laden weight of over 3,500 kg.

CONTEXT OF THE ROLE

The role is in the RTLCL, reporting to and working closely with the Secretary. The role holder will have no line management responsibilities.

The role holder will be required to monitor and investigate the operations of goods vehicles and their operators, including the investigation and resolution of complaints, inspections of vehicles and operating centres and compiling reports on the same to the Secretary and Committee.

MAIN DUTIES

A summary of the key duties is provided below:

1. Monitor the operation of goods vehicles to ensure that operators possess the necessary authorisations, registrations and discs.
2. Monitor the maintenance of goods vehicles through visual checks and mechanical knowledge.
3. Monitor the use of existing operating centres.
4. Monitor compliance with conditions of registrations or licenses.
5. Investigate complaints made regarding the conduct of operators and maintenance of goods vehicles and prepare reports regarding those complaints for the Secretary and Committee.
6. To prepare any other reports for consideration by the Committee as required.
7. Develop and maintain good relationships with operators and other law enforcement agencies.
8. Provide advice to operators where necessary to ensure compliance with requirements of the Road Transport Act 2001.
9. Provide cover for the PPV Inspector's post where appropriate.
10. Carry out any other functions required by Regulation under the Act, or required by direction of the Committee.

<u>Function</u>	<u>Approximate % of Time</u>
Mobile / foot patrol – goods vehicle inspections	10%
Investigating complaints / file preparation / giving evidence	30%
Checking operating centres	50%
Other duties as required	10%

Performance Management & Improvement

All Civil Servants have a personal responsibility for performance management. The role holder will be expected to contribute to their annual performance development review and interim performance reviews.

Regular meetings should be held with Secretary of the RTALC and interim reviews are encouraged by the RTALC. These are specifically designed to deliver the aims and objectives of the RTALC.

Health & Safety

The role holder will be responsible for his/her own health and safety and the impact of his/her actions on others. They will be responsible for identifying any possible risks or near misses to the Secretary of the RTALC.

Reporting Framework:

The role holder reports to the Secretary of the RTALC. The role holder will have no line management responsibilities.

Integrity:

As an appointee of the RTALC, the role holder is expected to recognise that their everyday business requires the highest level of personal integrity. Each Officer has a personal responsibility to maintain the confidentiality of all RTALC business and to uphold such confidences.

The Isle of Man Government People Qualities Framework: Level 2

The Isle of Man Government People Qualities Framework has been designed to support positive personal development for every individual within the organisation.

The Three Cs

The IOM Government expects that a person in this role will demonstrate the following behaviours from the IOMG People Qualities Framework:

Be Credible by:

1. Having open conversations – they will listen and ask questions to understand and provide timely updates.
2. Addressing the issues – they will look for ways to develop and improve performance, flex their personal style to deal with differences within their teams or customers and feel comfortable challenging appropriately when the need arises.
3. Building supportive relationships – they will attempt to adapt their communication style for the best outcome and will have a 'can do' attitude.
4. Being professional and credible – they will deliver routine tasks unaided and complete their own objectives, work in an organised and structured way, treat customers as their top priority and deal with all enquiries politely, professionally and effectively.

Be Capable by:

1. Focussing on the future – they will understand how their own work contributes to their team's objectives and priorities and they will manage their own time effectively and be able to identify the key facts in a situation.
2. Making considered decisions – they will use basic or specialist or professional knowledge to handle routine tasks effectively, they will assess new information and reorganise work in a timely way and will remain focussed under normal, routine work pressures.
3. Encouraging innovation and supporting change – they will consider ways to create efficiencies at work, will adapt to changing demands or new situations and will make suggestions for improvements to the processes they use.

Show Character by:

1. Trusting and being trusted – they will plan their own daily work schedules in order to achieve them, will set realistic expectations about what will be done and by when and will deal with routine and non-routine tasks positively and confidently.
2. Inspiring and motivating – they will recognise and take pride in achievements, will be motivated to provide the best possible support for the team, will take every opportunity to provide great customer service and be self-aware and understand what motivates them.
3. Being positively energetic and driven – they will manage normal interruptions, changes and additions to workloads, will show persistence in achieving work goals and will work with energy and enthusiasm.

Isle of Man Civil Service
Person Specification

Role: Goods Vehicle Inspector

Department: Road Transport Licensing Committee ("RTLCL")

Job Summary: To act as the authorised person under the Road Transport Act 2001, ensuring compliance with the requirements of the Act and secondary legislation with respect to the operation of goods vehicles with a fully laden weight of over 3,500 kg.

Attributes	Essential or Desirable	Method of Assessment
CREDIBILITY		
5 GCSEs at Grade C or above or equivalent.	D	CV/Certificates
Should be Police and Criminal Evidence ("PACE") trained or be willing to attend an internal training course on the same	D	CV/Interview
Must have experience of dealing with difficult people in a diplomatic manner.	E	CV/Interview
CAPABILITY		
Competent in the use of Microsoft Office packages	E	CV/Interview
Competent in the use of LalPac licensing software.	D	CV/Interview
Knowledge of Isle of Man transport legislation, such as the Road Traffic Act 2001 and supporting Regulations.	D	CV/Interview
Ability to take written statements and make written reports.	E	CV/Interview
Capable of providing evidence in Court if necessary.	E	CV/Interview
Ability to perform visual checks on goods vehicles and have the necessary mechanical knowledge to do so.	E	CV/Interview
Equipped with a detailed knowledge of roads, business and locations on the Island.	D	CV/Interview
Possesses the necessary skills to build trusted relationships with client base	E	CV/Interview

<p style="text-align: center;">CHARACTER</p> <p>Prioritises confidentiality and discretion.</p> <p>Strong attention to detail.</p> <p>Comfortable working with no supervision and using own initiative.</p> <p>Reliable and hardworking.</p> <p>Confident approach.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>CV/Interview</p> <p>CV/Interview</p> <p>CV/Interview</p> <p>Interview</p> <p>CV/Interview</p>
<p style="text-align: center;">OTHER REQUIREMENTS</p> <p>Prepared to work some unsociable hours at evenings and weekends.</p> <p>Have a full, valid Isle of Man driving licence.</p> <p>Be an Isle of Man worker.</p>	<p>E</p> <p>E</p> <p>D</p>	<p>CV/Interview</p> <p>Application</p> <p>Application/pre-employment checks</p>