



**TE MANA TUMOTU O TE KUKI AIRANI
MINISTRY OF TRANSPORT
GOVERNMENT OF THE COOK ISLANDS**

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POSITION SUMMARY

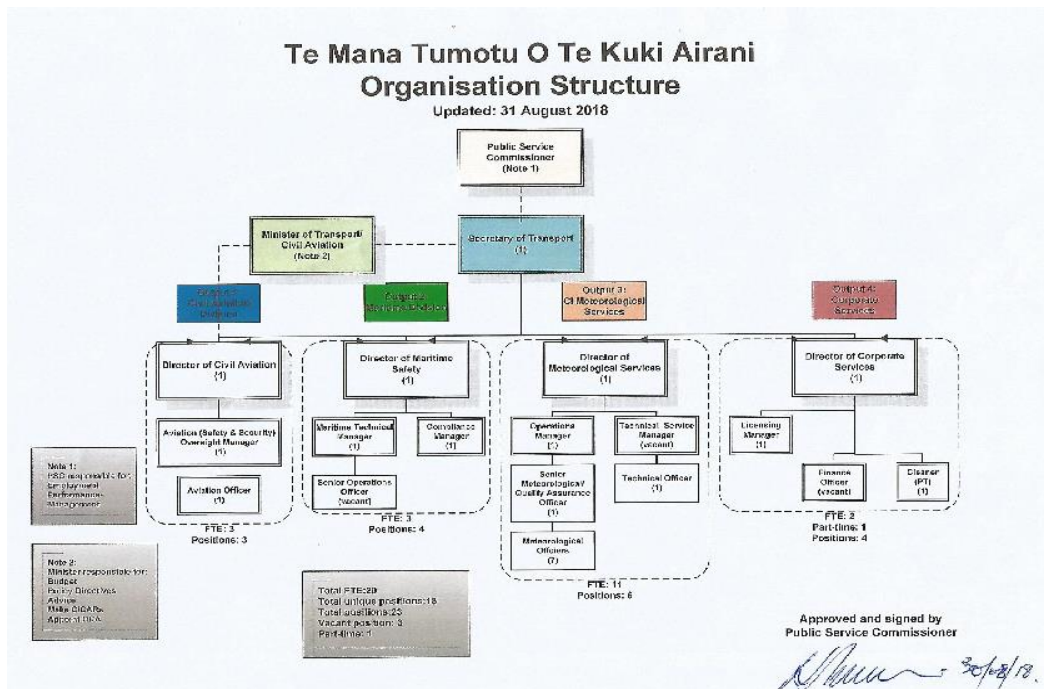
Job Title:	Transport Licensing Officer
Division:	Land Transport Authority
Responsible To:	Director of Land Transport
Responsible For:	No staff
Job Purpose:	Administration of Licensed Motor Vehicle Dealers, Transport Licensing Act and the Transport Licensing Authority
Job Classification:	Function Service Delivery, Corporate Support, Governance)
Jobwise Code:	Jobwise Code (S1-S6; O1-O6; T1-T7; L1-L9)
Band:	[Inserted after evaluation exercise]
Date updated:	04/06/2020

AGENCY VISION

“SAFE AND SECURE MANAGEMENT OF OUR LAND, SEA AND AIR ENVIRONMENT”.

The Ministry of Transport is committed to ensuring the safe and secure operation of all aircrafts, vessels, weather reporting activities and administration regardless of size, nature of operation and location in, surrounding, and above the Cook Islands. This includes a safe, secure and resilient environment.

ORGANISATIONAL STAFFING STRUCTURE



KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position (maximum of 6)	Key Performance Indicators (use SMART principles)
<ul style="list-style-type: none"> ● KRA 1: Administration and Secretariat duties for Licensed Motor Vehicle Dealers (LMVD) and Transport Licensing Authority (TLA): ● Carry out inquiries and gather information to determine the requirements of the public as to the provision of the LMVD and TLA generally; ● Collect information and monitor the enforcement of the Act; ● Receive and prepare applications under the Act ● Proper collection of fees as per Financial Policies and Procedures ● Work in partnership with Police; ● Keeping records of all meetings of the Transport Licensing Authority; ● Keeping records of all licences issued by the Authority; ● Administer the powers and functions delegated by the Act and its Regulations; ● Ensuring that the functions of the Authority are effectively carried out; ● Advises such instructions and rules to officers, employees and inspectors that may be required to give full effect to the Act and its regulations ● Co-ordinates Authority members monthly meeting ● Co-ordinate and report on issues prior to sittings for the Authority ● Prepare documents for the payment of the Authority member's sitting allowance 	<p>Jobholder is successful when:</p> <ul style="list-style-type: none"> ● Administration is carried out to meet regulations requirement accordingly. ● Authority functions are carried out effectively. ● Applications meet the set criteria and is received in a timely manner ● Fees collected are accounted for accordingly ● Representative of CI Police Service are informed of requirements & good working relationship is maintained ● Minutes are recorded and kept for easy referencing and audit purposes. ● Database for Licences is active and current ● Conforms to the requirements of the Act and Regulations. ● Administers the functions of the Authority efficiently. ● Instructions and rules are adhered to by officers involved ● Monthly meetings are held & applications are processed on a regular basis ● Members of the Authority is kept well informed ● Committee Members are paid sitting allowance on a timely manner per confirmed attendance
<p>KRA 2: Processing applications for Motor Vehicle dealers:</p> <ul style="list-style-type: none"> ● Registering and keeping records of motor dealers; ● Receiving and recording of applications for motor vehicle dealers; ● Carry out secretariat duties in absence of Director of Land Transport for the Transport Licensing Authority; ● Issuing certificates and relevant documentations under Motor Vehicle Dealer's Act; ● Update of Motor Vehicle database; ● Accountable for money collected (ROBOC) 	<ul style="list-style-type: none"> ● Motor Vehicle dealers are recorded ● Applications are processed in a timely manner ● Registry is maintained. ● Secretariat duties are performed and carried out effectively as per regulations ● Certificates are issued in a timely manner ● Database is maintained and updated. ● All monies are accounted for and meets daily banking.
<p>KRA 3: Corporate Services:</p> <ul style="list-style-type: none"> ● Provide monthly reconciliations on fees received ● Manage all supporting documents for fees received ● Quality assurance of all outgoing MoT information and correspondence relating to Land Transport 	<ul style="list-style-type: none"> ● Monthly reconciliations are available for monthly financial reports ● Supporting documents are available for Audit purposes ● Accurate information is provided and maintained ● High quality customer service is provided

<ul style="list-style-type: none"> • Provide professional services and advice for customers; • Regular Website update on Land transport information as per MoT QMS. • Assist with Office Financial Audit 	<ul style="list-style-type: none"> • Current website information is maintained • Land transport queries are attended to during annual audits
<p>KRA 4: Self-Management and Continuous Improvement:</p> <ul style="list-style-type: none"> • Demonstrate self-management and continuous improvement in own performance and personal development • Demonstrate public service code of conduct values • Demonstrate a commitment to sustainable, prudent and innovative resource management • Assist with identifying resources for the smooth running of the division 	<ul style="list-style-type: none"> • Promotes professional development • Performance rating 'meets expectations' • Work within resources available • A well-resourced division
<p>KRA 5: Oversight of Land Transport Sector:</p> <ul style="list-style-type: none"> • Conduct inspections of the following land transport service: <ul style="list-style-type: none"> ▪ Passenger service vehicles ▪ Taxicab services ▪ Rental service vehicles ▪ Others as determined by the Minister • Receive inspection reports after accidents as to determine cause of structural damage to any vehicle used in the transport service 	<ul style="list-style-type: none"> • Inspections quantify the following: <ul style="list-style-type: none"> ▪ Number of Passenger service vehicles and outlets ▪ Number of Taxicab vehicles and outlets ▪ Number of Rental service vehicles and outlets ▪ Number of others and outlets • Number of reports and causes to structural damage to vehicle used in the transport service

WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	Working with the Cook Islands Police Service to assist with secretariat functions
2	Ignorance of owners and managers to comply with the provisions of the Transport Licensing Act and manage the processes accordingly
3	Lack of Police commitment to enforce the provisions of the Transport and Transport Licensing Act and support transport awareness programs and campaigns for safer road users
4	Late and incomplete applications received from applicants prolongs the process for Authority approval

AUTHORITY

Authority levels expressed in terms of routine expenditure, granting loans, and recruiting and dismissing staff. *(Explain the authority if any)*

Financial	Nil
Staff	Nil
Contractual	Nil

FUNCTIONAL RELATIONSHIPS

The requirement for human relations skills in dealing with other personnel and external contacts. *(List the external and internal types of functional relationships)*

Internal (MoT)	Nature of Contact	External	Nature of Contact
Director of Transport Licensing	Heavy	All Licence holders	Routine
Chairperson and Members of the Transport Licensing Authority;	Heavy	Applicants for licences	Routine
Director of Corporate Services	Medium	Cook Islands Police Service	Routine
Secretary of MoT	Medium	Infrastructure Cook Islands	Routine
Staff of MoT	Medium	Cook Islands Road Safety Council	Routine
		Pa Enea	Routine
		Other Government agencies	Routine
		Emergency Services	Routine
		General public	Routine

QUALIFICATIONS (OR EQUIVALENT LEVEL OF LEARNING)

Level of education required to perform the functions of the position. This combines formal and informal levels of training and education.

Essential: (least qualification to be competent)	Desirable: (other qualifications for job)
<ul style="list-style-type: none"> Bachelor in Management and Public Administration 	<ul style="list-style-type: none"> Masters in Management

EXPERIENCE

The length of practical experience and nature of specialist, operational, business support or managerial familiarity required. This experience is in addition to formal education.

Essential: (least number of years to be competent)	Desirable: (target number of years you are looking for)
7 years' experience with road policing; Familiar with the operations of passenger service, taxicabs and rental services; Experience in the review of policies and procedures; Experience to support land transport programs for public awareness;	10 years' experience with road policing including accident and incident investigation, strategic policy and planning, and effective communication techniques

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Expert	<ul style="list-style-type: none"> Fully conversant with all applications of skill/knowledge in a range of environments/ would be recognised by others as expert in this skill/knowledge could be expected to train others in this skill.

	<ul style="list-style-type: none"> • An understanding of the role of the Ministry of Transport in land transport planning, regulation, investment and relevant legislation • Proven experience in land transport accident investigation
Advanced	<ul style="list-style-type: none"> ▪ Thorough understanding of skill/knowledge and is able to pass on skills in this area/recognised by colleagues as having proven skill/ knowledge in this area. • Previous experience in Government • Success in a senior role in an organisation with demonstrable achievements • Ability to collaborate effectively • Ability to produce quality documentation
Working	<ul style="list-style-type: none"> • Sufficient skill to apply in day to day operations in a fluctuating environment and does not require supervision for routine tasks. • Well-developed written and oral communication skills in English and Cook Islands Maori • Able to make timely decisions • Able to use Microsoft office, Excel, Power Point • Able to think laterally and use sound judgement • Seek opportunities for innovation and improvement • Prepares well-written briefs and reports • Able to handle confidential and sensitive information • High level of accuracy and ability to work as a team player
Awareness	<ul style="list-style-type: none"> • Sufficient understanding of skill and knowledge area. • Sufficient in order to perform basic tasks. • Awareness of health and safety factors, office procedures and protocols

CHANGE TO JOB DESCRIPTION

Changes to the Job description may be made from time to time in response to the changing nature of the Agency work environment - including technological or statutory changes.

Approved:

HoM/Manager

Date

Employee

Date